

# Document Pack

**Democratic Services Section  
Chief Executive's Department  
Belfast City Council  
City Hall  
Belfast  
BT1 5GS**



2<sup>nd</sup> September, 2010

## **MEETING OF HEALTH AND ENVIRONMENTAL SERVICES COMMITTEE**

Dear Councillor,

The above-named Committee will meet in the Lavery Room (Room G05), City Hall on Wednesday, 8th September, 2010 at 4.30 pm, for the transaction of the business noted below.

You are requested to attend.

Yours faithfully

PETER McNANEY

Chief Executive

### **AGENDA:**

1. Routine Matters
  - (a) Apologies
  - (b) Minutes
2. Residual Waste Treatment Contract - Guaranteed Minimum Tonnages (Pages 1 - 12)

To consider further the minute of the meeting of 23<sup>rd</sup> August under the heading "Residual Waste Treatment Contract - Guaranteed Minimum Tonnages" which was referred back to the Committee by the Council at its meeting on 1<sup>st</sup> September (extract of minutes and additional report of Head of Waste Management herewith)

3. Request for Use of the Dargan Road Waste Transfer Station - Contractual Arrangements

(oral report of Town Solicitor)

4. Directorate

- (a) Change of Date of October Meeting (Pages 13 - 14)
- (b) Retail Northern Ireland Conference (Pages 15 - 18)
- (c) Global Forum on Urbanisation and Health (Pages 19 - 20)
- (d) Efficiency Programme (Pages 21 - 22)
- (e) Quarterly Finance Report (Pages 23 - 32)

5. Environmental Health

- (a) Safer City Planning Support (Pages 33 - 36)
- (b) Bye-Laws Prohibiting the Consumption of Alcohol in Designated Places (Pages 37 - 44)
- (c) Consultation Document - A New Fuel Poverty Strategy for Northern Ireland (Pages 45 - 54)

6. Cleansing Services

- (a) Green Apple Environmental Award (Pages 55 - 58)
- (b) Proposal to Apply Charges to Bulky Household Waste Collections (Pages 59 - 60)

7. Building Control

- (a) Northern Ireland Building Control Convention (Pages 61 - 66)
- (b) Consultation on Amendments to the Building Regulations (Northern Ireland) 2000 - Phase 1 (Pages 67 - 116)
- (c) New Fire Safety Regulations (Pages 117 - 122)

8. Waste Management

- (a) Consultation Document - Meeting European Union Landfill Diversion Targets (Pages 123 - 130)
- (b) Consultation Document - Introduction of Restrictions on the Landfilling of Certain Wastes (Pages 131 - 140)
- (c) Business Improvement Through Environmental Solutions Programme (Pages 141 - 142)
- (d) Proposed Recycling Centre at Springvale (Pages 143 - 150)
- (e) Provision of 240 Litre Residual Waste Bins (Pages 151 - 156)
- (f) Review of Staffing Levels and Shift Patterns at Household Recycling Centres and Civic Amenity Sites (Pages 157 - 222)



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Extract from minutes of:-

HEALTH AND ENVIRONMENTAL SERVICES COMMITTEE

23rd August, 2010

**“Waste Management**

**Residual Waste Treatment Contract –  
Guaranteed Minimum Tonnages**

The Committee considered the undernoted report:

**‘Relevant Background Information**

Members will recall that the Council’s recent Northern Ireland Landfill Allowance Scheme (NILAS) and recycling rate performance was presented to the Health and Environmental Services Committee meeting on 4th August. This showed that, in the target year 2009/2010, the Council exceeded its landfill allowance by 1,376 tonnes, an overshoot of 1.9%. The primary reason for this exceedence was the step change in the level of allowances between 2008/2009 and 2009/2010. This means the Council will need to transfer in NILAS allowances from each of the arc21 constituent councils and the Council is presently working with arc21 to implement the methodology for these transfers.

In terms of recycling, the Council’s tonnage has continued to grow and reached 34,417 tonnes by the end of March, which is 0.3% greater than the equivalent tonnage last year. The Council’s provisional recycling rate for the financial year 2009/2010 is now 26.6%, subject to Department of the Environment (DOE) ratification.

As outlined earlier this month, Members will be aware that the Council continues to work with arc21 to identify initiatives to divert additional tonnages from landfill for recycling and composting purposes. This is in order to achieve the EU Waste Framework Directive (WFD) and the EU Landfill Directive (LFD) and to close the gap between the current recycling rate and the 2020 EU WFD target of 50%. Depending upon the nature of these initiatives, they could have a considerable impact on the residual waste which the Council is predicted to produce.

The Committee is aware that arc21 is currently procuring a suitable contractor to operate both Mechanical/Biological Treatment (MBT) and Energy from Waste/Incinerator (EfW) facilities to treat the remaining residual waste cannot to be sent for recycling or composting. As part of this procurement process, the Council now will have to declare what its guaranteed minimum tonnages will be to be sent for treatment to these facilities in future years. Following comprehensive modelling and consideration between arc21 and its constituent councils, it has been determined that, subject to the introduction of new recycling and composting

initiatives, each council should be prepared to commit 80% of its forecasted residual waste.

This report, therefore, sets out to determine the proposed guaranteed minimum tonnage which the Council will commit to the arc21 residual waste project.

### Key Issues

#### Residual waste treatment tender and minimum guaranteed tonnage

Members will be aware that, in line with the 2006 Waste Plan, arc21 is conducting a procurement exercise, using the EU's Competitive Dialogue procedure, to appoint a contractor to develop and operate appropriate facilities to treat the remaining residual waste not being sent for recycling or composting.

The Competitive Dialogue procedure consists of a number of phases and, as part of the present 'Invitation to Submit Detailed Solutions' (ISDS) phase, arc21 has entered into discussion with both preferred contractors. An integral part of the contract, and essential for the sizing of the contractors' facilities, is determining what the guaranteed minimum tonnage of residual waste will be from arc21 councils to be treated at the MBT facilities to produce a feedstock for the EfW plant.

From the contractors' perspective, the guaranteed minimum tonnage will determine the stage and time at which they can recoup their investment and operating costs; without this, risks to the project would increase and would impact considerably upon their ability to secure the necessary funding from financial institutions to develop the facilities.

#### Constraints on the guaranteed minimum tonnage

The Council has been liaising with arc21 regarding the proposed guaranteed minimum tonnage over the summer. This has been complicated recently with the new WFD, which has introduced a new target of increasing the Council's household waste recycling and composting rate to 50% by 2020.

In addition, in June the DOE launched two consultation papers (with the aim of diverting more waste from landfill) on (i) 'Meeting the EU Landfill Diversion Targets' and (ii) 'The Introduction of Restrictions on the Landfilling of Certain Wastes' which is seeking to transpose aspects of the WFD into Northern Ireland legislation. Responses to these papers are being prepared by the Council and arc21 and will be submitted to the Committee next month for its consideration.

Members may also care to note that Mr. Poots, Environment Minister, recently wrote to all councils highlighting his intention to commission a review of the recycling policy in Northern Ireland. In this letter, he stated he was 'convinced that a municipal recycling rate of 60% by 2020 is achievable and fully justifiable'. The implication for councils is uncertain at this stage given that the first consultation paper above is likely to change how Municipal Solid Waste (MSW) is defined, which has traditionally been what councils managed, in order to bring it in line with the EU definition.

The transposition of these pieces of legislation, and potential changes to or a review of DOE policy, will impact on the nature and amount of residual waste which the Council produces and consequently on its guaranteed minimum tonnage. These legislative and policy drivers are also likely to continue to require the Council to amend how it promotes and provides its waste collection and treatment operations.

#### Guaranteed Minimum Tonnage

During discussions with arc21 over the summer, the Service proposed a number of potential recycling initiatives. These modelled different scenarios in order to assess their possible impact on the recycling rate and to provide assurances that committing to a guaranteed minimum tonnage would not prevent the Council meeting its WFD target.

After considering the different scenarios, it was recognised that the essential element of the modelling was to achieve a 50% household recycling and composting rate in 2019/2020 as required by the WFD. The guaranteed minimum tonnage would be secondary to this requirement. It is anticipated that the 50% recycling and composting rate on the projected waste collected by the Council, will be achieved by the Council based upon maintaining the existing recycling and composting programmes, introducing new initiatives over the next few years (47.1%) and extracting recyclables during the residual waste treatment process (2.9% from the MBT). Having carried this modelling out, it is predicted that just over 68,000 tonnes of residual waste would remain, which would be available to the arc21 residual waste treatment contract.

The guaranteed minimum tonnage, which excludes contamination arising from different recycling/composting operations, is arrived at by taking this remaining projected residual waste available (just over 68,000 tonnes) and applying the agreed percentage of 80% to this figure to arrive at a figure of around 54,400 tonnes. This is the figure which the Council will be expected to commit to arc21. Given that

the contract is for a period of 30 years, the 80% factor is to allow for contingency measures, such as risk and uncertainty, over the contract duration. The specific workings relating to the guaranteed minimum tonnages are contained in the 'arc21 Residual Waste Flow Model – ISDS Model Version 2.8' document which has been circulated to Members.

It is important to note that, if a recycling and composting rate of 47.1% is to be achieved by the Council by 2019/2020, and taking into account the projected recycling/composting tonnages of 38,000 tonnes in 2010/2011, which includes the estimated contribution of food waste into brown bins, the Council will need to implement a number of additional initiatives to divert a further 39,800 tonnes from landfill.

In essence, although the Council's recycling rate has improved considerably over the last five years to increase the recycling rate from 9% to 27%, the half-way point has only just been passed and considerable challenges and investment decisions lie ahead if the Council is to meet these targets. The Service is presently developing a series of new initiatives or approaches to increase the recycling and composting rate for the City and reports will be presented to the Committee for consideration in due course. The Service anticipates that the Member/Officer Waste Working Group approved earlier this month will provide a useful forum to discuss and refine these proposals.

### Resource Implications

#### Financial

In order for the council to reach the 50% recycling and composting target contained within the WFD, new initiatives will need to be implemented which will require appropriate resources.

The feasibility of these initiatives is presently being examined to determine their contribution to the recycling rate and to ensure that they are economically advantageous to the Council.

There are significant financial risks associated with committing the Council to guaranteed minimum tonnages for a 30 year contract based on estimated residual waste levels. Should actual tonnages fall below the guaranteed tonnage level, the Council will still incur charges based on the guaranteed tonnage level, known as a 'put or pay' clause. The Council has reduced exposure to this risk by assuming a significant increase in recycling and calculating the guaranteed tonnage level at 80% of the projected residual waste level.

#### Human Resources

**Similar to the financial implications, new initiatives will need to be implemented to meet the WFD target and these are likely to require additional resources.**

**There are no human resource implications, however, associated with this report.**

**Recommendation**

**The Committee is requested to approve committing a guaranteed minimum tonnage of 54,400 tonnes to arc21 for the residual waste contract.'**

A lengthy discussion ensued, during which Members voiced a number of concerns in relation to the potential financial risk to the Council of committing to guaranteed tonnages within the residual waste contract for a period as long as thirty years, especially if tonnages should fail to reach the guaranteed level.

In response, the Director pointed out that that was a fundamental aspect of the procurement process which arc21 had, for the past number of years as part of the overall Waste Plan, been progressing on behalf of its constituent councils and to which the Council had already made a commitment. She explained that the contract was part of a Private Finance Initiative for major infrastructure projects and that it was not unusual for such guarantees to be sought, given the major capital investment involved. She added that the provision of a guaranteed minimum tonnage by each constituent council was essential at this stage in order to enable the bidders for the contract to develop detailed solutions, including the sizing and costs of the waste facilities and the gate fees which were likely to be charged and that, should that tonnage not be provided by the Council at this stage, it would delay the current process. She pointed out that there were many further critical stages in the arc21 residual waste procurement exercise and that further reports would be submitted to the Committee for approval as the process developed. It was anticipated that the final stage of awarding the contract would take place in 2011.

The Head of Waste Management and the Business Support Manager outlined the steps which had been taken by arc21, the Health and Environmental Services Department and the Council's Audit, Governance and Risk Services Section to ensure that the robustness of the Residual Waste Flow Model limited any financial risk to the Council.

Members were of the view that the Committee should be made aware of the additional measures which would be included within the arc21 Residual Waste Treatment Contract to further safeguard the risk to the Council, should actual residual waste levels fall below the guaranteed tonnage levels over the life of the contract and suggested that arc21 should be invited to attend a briefing session at the earliest opportunity.

After further discussion, it was

Moved by Councillor Jones,  
Seconded by the Chairman (Councillor Adamson),

That the Committee agrees that the Council commit to a guaranteed tonnage of 54,400 tonnes to arc21 for the Residual Waste Treatment Contract.

On a vote by show of hands, two Members voted for the proposal and one against and it was accordingly declared carried.

The Committee agreed also that arc21 be invited to attend a briefing session in order to provide an update on the progress with the procurement process and to clarify the various elements of the Residual Waste Treatment Contract and that an ongoing mechanism to ensure effective communication between arc21 and Members be re-established.”



**Belfast City Council**

**Report to:** Health and Environmental Services Committee

**Subject:** **Residual Waste Contract - Guaranteed Minimum Tonnages**

**Date:** 8th September, 2010

**Reporting Officer:** Tim Walker, Head of Waste Management, Ext 3311

**Contact Officer:** Brendan Murray, Business Support Officer, Ext 3333

**Relevant Background Information**

Members will recall that, at the meeting on 23<sup>rd</sup> August, the Committee discussed the projected guaranteed minimum tonnages which it is anticipated the Council will be expected to commit to the arc21 procured residual waste contract, over the life of the contract period. This report was referred back to the Committee at the Council meeting on 1st September as additional information had come to light.

Members will be familiar with the need for the Council's on-going work with arc21 to divert waste from landfill for recycling and composting purposes in order to achieve the targets in the EU Waste Framework Directive (WFD) and the EU Landfill Directive (LFD). The Council will have to divert 65% of its 1995 waste arisings from landfill by 2020 in line with the LFD and recycle 50% of its waste by this time or it will face substantial penalties.

By 2020, the Council, according to modelled predictions, will need to be recycling around 68,000 tonnes of waste (50%). The Council has just achieved a recycling rate of 26.7%, which equates to 34,417 tonnes for 2009/10 so, in addition to this figure, an additional 33,500 tonnes (approximately) will need to be recycled by 2020. It is likely that further resources will be needed to introduce new initiatives to achieve this target and comply with the WFD.

Given that a 50% recycling rate is required by 2020, the predicted residual waste tonnage by 2020 will also be around 68,000 tonnes. It was reported last month that, to ensure some flexibility is built into the level of guaranteed tonnage given to the bidders, 80% of the predicted tonnages will be used. This means by 2020, the calculated minimum guaranteed tonnage is approximately 54,400 tonnes.

**Key Issues**

**Residual waste treatment tender and minimum guaranteed tonnage**

Members will be aware that, in line with the 2006 Waste Plan agreed by Council, arc21 is conducting a procurement exercise to appoint a contractor to develop and operate appropriate facilities to treat the remaining residual waste not being sent for recycling or composting. It is

anticipated that this contract will be awarded in 2011 with a commencement date scheduled for 2012/13. Since the discussion last month, arc21 has clarified that each of the constituent councils will be formally asked to establish its GMTs as part of a supplemental agreement which is likely to be brought to Committee in December 2010.

Last month, in line with the Residual Waste Flow Model developed by Council and arc21, Members considered the Council tonnages which would be committed to the contract at 2020. However, again by way of clarity, as the contract will commence from 2012/13, the bidders have been supplied with the entire profile of predicted tonnages from 2012/13 onwards (as per Appendix 1).

Members will recall that there was a general discussion on a number of the potential risks associated with establishing GMTs for the contract term. arc21 has sought to limit each constituent council's exposure to risks in a number of ways, most notably by calculating each GMT at 80% of the remaining residual waste for each council after the statutory recycling and composting levels have been reached.

arc21 is presently completing a supplemental agreement for consideration by each of the constituent councils later in the procurement exercise, which will outline what tonnage the Council is being asked to commit to.

In the meantime, arc21 is available to come to a briefing session to present an update on the procurement process, at which time they can also outline the risk management approaches.

## **Resource Implications**

### **Financial**

In order for the Council to reach the 50% recycling and composting target contained within the WFD, new initiatives will need to be implemented which will require appropriate resources.

These initiatives are presently being drafted to determine their contribution to the recycling rate and to ensure that they are economically advantageous to the Council.

At this stage though, there are no financial implications arising from this report.

### **Human Resources**

Similar to the financial implications, new initiatives will need to be implemented to meet the WFD target and these are likely to require additional resources.

There are no human resource implications, however, associated with this report.

## **Recommendation**

The Committee is asked to:

- (i) note the predicted residual waste tonnages (as part of the Waste Flow Model) which have been provided to the contract bidders and
- (ii) agree to a briefing session being held at which arc21 can be present to brief Members on the residual waste contract.

**Document Attached**

arc21 Residual Waste Flow Model – ISDS Model Version 2.8

**Decision Tracking**

Following consideration by the Committee, the Head of Waste Management will take the necessary steps to arrange the briefing session at which arc21 can brief the Members.

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BELFAST CC

Year	MSW Arisings	MSW Recycled and Composted (Do Nothing More)	Percentage MSW Recycled and Composted	Total Kitchen Waste Composted - Bins	Additional Collection of Household Glass	MSW Recycled and Composted (inc Kitchen waste)	Calculation of percentage MSW Recovered	Residual Waste quantities	Contamination (Rejects) from Recycling & Composting (5%)	Contamination (20%)	Additional Recycling Interventions (non CA Site)	CA Site Mixed Waste Recycling	CA Site Contamination	Street Cleaning
2009/10	159,077	35,323	22.2			35,323	22.2	119,614						4,140
2010/11	159,713	35,464	22.2	2,730		38,194	23.9	117,379						4,140
2011/12	160,352	35,606	22.2	2,730		38,336	23.9	117,876						4,140
2012/13	160,993	35,748	22.2	2,730	4,201	42,679	26.5	112,149	2,025					4,140
2013/14	161,637	35,891	22.2	2,730	4,201	42,822	26.5	112,421	2,254					4,140
2014/15	162,284	36,035	22.2	2,730	4,201	48,809	30.1	105,612	2,261	1,461	5,844			4,140
2015/16	162,933	36,179	22.2	2,730	4,201	54,797	33.6	98,805	2,269	2,922	11,688			4,140
2016/17	163,585	36,323	22.2	2,730	4,201	60,786	37.2	90,875	2,277	4,008	16,031	1,500	1,500	4,140
2017/18	164,239	36,469	22.2	2,730	4,201	66,775	40.7	82,946	2,284	5,094	20,375	3,000	3,000	4,140
2018/19	164,896	36,615	22.2	2,730	4,201	72,764	44.1	75,020	2,292	6,180	24,719	4,500	4,500	4,140
2019/20	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2020/21	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2021/22	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2022/23	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2023/24	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2024/25	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2025/26	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2026/27	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2027/28	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2028/29	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2029/30	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2030/31	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2031/32	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2032/33	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2033/34	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2034/35	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2035/36	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2036/37	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2037/38	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2038/39	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2039/40	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140
2040/41	165,556	36,761	22.2	2,730	4,201	78,017	47.1	68,018	2,300	7,081	28,324	6,000	6,000	4,140

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**Belfast City Council**

<b>Report to:</b>	Health and Environmental Services Committee
<b>Subject:</b>	<b>Change of Date of October Meeting</b>
<b>Date:</b>	8th September, 2010
<b>Reporting Officer:</b>	Mrs. S. Wylie, Director of Health and Environmental Services, ext 3260
<b>Contact Officer:</b>	Mrs. S. Wylie, Director of Health and Environmental Services, ext 3260

**Relevant Background Information**

Members will recall that, at the meeting of the Committee on 2 June, approval was granted for the Chairman and the Deputy Chairman of the Committee, together with the Director of Health and Environmental Service and the Head of Building Control (or their nominees), to attend the Open Days of the European Parliament in Brussels from 4 till 7 October as part of the annual study tour organised via the Northern Ireland Group Chief Building Control Officers Committee.

This event coincides with the monthly meeting of the Health and Environmental Services Committee, which is scheduled to take place on 6 October. Therefore, it would be considered appropriate to hold the meeting later in the month to enable the Chairman, the Deputy Chairman and the Head of Building Control, all of whom will be travelling to Brussels, an opportunity to attend.

**Resource Implications**

There are no Financial, Human Resources or Assets implications associated with this report.

**Recommendation**

The Committee is recommended to agree that its next monthly meeting be held on Monday, 11 October, commencing at 4.30 p.m.

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**Belfast City Council**

<b>Report to:</b>	Health and Environmental Services Committee
<b>Subject:</b>	<b>Retail Northern Ireland Conference</b>
<b>Date:</b>	8th September, 2010
<b>Reporting Officer:</b>	Mrs. S. Wylie, Director of Health and Environmental Services, ext 3260
<b>Contact Officer:</b>	Mrs. S. Wylie, Director of Health and Environmental Services, ext 3260

**Relevant Background Information**

The Belfast Chamber of Trade and Commerce is organising a conference entitled 'Retail Northern Ireland' on 30th September 2010. This event will cover a range of topics including devolution, retailing forecasts, town centre shopping, funding, planning, etc and will include both plenary sessions with keynote speakers and workshops. The conference is to be held in the Stormont Hotel.

Members of the Board of Belfast City Centre Management have been invited to attend. The Chairman is the nominated representative of the Health and Environmental Services Committee to sit on the Board, along with the Chair of the Development Committee.

**Key Issues**

The Chairman is invited to attend the conference in his capacity as a member of the Board of Belfast City Centre Management. A copy of the programme is attached.

**Resource Implications**

The cost of attending the one day conference is £129.

**Recommendation**

The Committee is recommended to authorise the attendance of the Chairman at the Retail Northern Ireland Conference.

**Document attached**

Conference Flyer

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## Booking Form

### I wish to:

reserve \_\_\_\_\_ place(s) at the Retail NI 10 Conference.



	Early Bird Offer Book before 31 July 2010	Book After 31 July 2010
Delegate Rate	£99 +VAT <input type="checkbox"/> (SAVE £30)	£129 +VAT <input type="checkbox"/>

Fee includes documentation, lunch and other refreshments served during the conference and is payable in advance.

Please send me the Sponsorship and Exhibitors Pack

Please number workshops you are interested in attending in order of preference (1 being most preferable):

Business Improvement Districts  Retailing in the Digital world   
Future for Independent Retail  Measuring for Success

Workshops spaces will be given on a first come, first served basis.

### Personal Details

Name (Mr/Mrs/Ms/Dr): \_\_\_\_\_ Job title: \_\_\_\_\_

Organisation/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

### What's On Your Mind?

Your opinion matters - Please give us your pressing question to contribute to panel discussions at the Retail NI 10 Conference. We will collate themes to address at the conference.

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[NB: We cannot guarantee that your specific question will be addressed, however, it will be a valuable contribution to the group discussion format]

### Payment Options

I enclose a cheque for £ \_\_\_\_\_ Payable to 'Belfast City Centre Management Co. Ltd.'

Please invoice me

Please forward account details for BAC's payment

### Acknowledgement of registration

Confirmation of registration will be sent to all delegates. Instructions will be sent out following receipt of payment. If you have not received your acknowledgement seven days prior to the start of the conference, please contact **Nicola Evans or Julie Bonner on 028 9024 2111**.

### Cancellations/substitutions

For those unable to attend, a substitute delegate may be sent at any time with no additional charge. Alternatively a refund will be given for cancellations received in writing up to 30 days prior to the conference less an administration charge of 25% + vat. Regrettably no refunds can be made after that date.

\* BCTC reserves the right to change the programme.



# Retail NI 2010

THURSDAY 30TH SEPTEMBER  
Stormont Hotel, Belfast

Principal Sponsor:



### Speakers Include:

House of Fraser Chief Executive, Mr John King  
Cllr. Edwin Poots, MLA  
Tesco Ireland Operations Director, Gary Mills  
Junior Minister, Robin Newton, MLA  
Chief Executive of NIIRTA, Glyn Roberts  
Springboard Director, Diane Wehrle

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[www.retail-ni.co.uk](http://www.retail-ni.co.uk)

How do we attract shoppers back to the city centre?

What will make customers come to Northern Ireland's stores?

How can we survive the economic downturn?

Join us at the only forum for Northern Ireland Retailers for the second year running. Hear high calibre speakers deliver genuine insight into the critical factors of survival and growth.

**Responsive Retailing** – responding to the consumer needs whilst tackling the challenging economic environment using innovation, individuality and positivity.

Welcome

The President of Belfast Chamber of Trade and Commerce, Mr Norman Maynes  
Rt. Hon. The Lord Mayor of Belfast, Cllr. Pat Convery, MLA

Key Note Addresses

- **Devolution, the Benefits to Business**  
Junior Minister, Robin Newton, MLA
- **Retailing, a view of the next 12 months**  
Mr John King, Chief Executive, House of Fraser

Refreshments

The Retail Landscape

- **Retailing in Northern Ireland, the year ahead:**  
Tesco's view of Northern Ireland's Retail Industry for the next 12 months  
Gary Mills, Operations Director, Tesco Ireland
- **Funding Significantly Improved Retail Environments**  
Post Review of Public Administration  
Mike Smyth, University of Ulster
- **Planning: The need for a Co-ordinated Framework**  
Minister for the Environment, Cllr. Edwin Poots, MLA

Springboard

BCTC is delighted that Springboard has partnered with us as principal sponsor this year. Springboard is the UK's leading provider of automated footfall monitoring services in town and city centres, monitoring around 400 counting locations in 70 towns and cities in the UK. Data is delivered daily through [www.spring-board.info](http://www.spring-board.info). The ATCM-Springboard National High Street Index tracks footfall trends nationally, and has been adopted by town centre practitioners, retailers and the property sector as a key benchmark of the performance of towns and cities across the UK. Already renowned as being the most accurate available, Springboard's footfall monitoring capability has now been extended to include capturing dwell time of customers in town centres. Springboard's is also launching its new Milestone service in collaboration with the ATCM - the first and only comprehensive performance measurement and benchmarking service for towns and cities. Milestone marks a clear seachange in the way that towns and cities can engage with stakeholders, occupiers and investors, and firmly positions Town Centre Managers as the leaders in establishing best practice in performance measurement.

Lunch

Workshops

- **Business Improvement Districts**  
Richard Guiney, Chief Executive Dublin BID  
Andrew Mawhinney, Chief Executive, Dundalk BID
  - **Retailing in the Digital World**  
Richard Clement, Marketing Director, Pierce Communications
  - **The Future of Independent Retail**  
Glyn Roberts, Chief Executive of Northern Ireland Independent Trade Retail Association
- Measuring for Success: Securing the future for our towns and cities**  
Diane Wehrle, Director, Springboard

Refreshments

Feedback from workshops

Discussions

Summary by Conference Chairman

Agreed Actions



**Norman Maynes, Head of Business Development, Translink**

Norman is responsible for brand management, advertising, promotional activity, web services, e-commerce and market research for its group of companies, (Metro, Ulsterbus, Goldline, NI Railways and Enterprise). He has served on the Executive Council of the Belfast Chamber of Trade and Commerce for several years before being appointed as President in May 2010.



**Robin Newton, MLA**

Robin was appointed Junior Minister in the Office of the First Minister and deputy First Minister on 1 July 2009. He has a wealth of political experience, being first elected to the Northern Ireland Assembly in November 2003 and re-elected in March 2007. He has been a member of Belfast City Council since 1985 and was elected High Sheriff of Belfast in 1999.



**Rt. Hon. The Lord Mayor of Belfast, Cllr. Pat Convery, MLA**  
Councillor Pat Convery was elected on 1 June 2010 and his term will continue until June 2011. Councillor Convery has represented the Castle area of north Belfast since being elected to Belfast City Council in June 2001. A former Deputy Lord Mayor of Belfast (in 2005-2006). He is Vice-Chairman on the SDLP, a Belfast Harbour Commissioner, a member of the North Belfast Partnership and a former Chairman of the Belfast District Policing Partnership.



**Cllr. Edwin Poots, MLA** was appointed Minister of the Environment in the Northern Ireland Executive on 30 June 2009. He was elected to Lisburn City Council in 1997 and the Northern Ireland Assembly in 1998. He is currently Chairman of the following organisations: Lisburn City Centre Management, Lisburn Rural LEADER Group, Lisburn City Council's Economic Development Committee and the Maze Implementation Panel.



**Gary Mills is Operations Director, Tesco Ireland**

Belfast-man Gary Mills has been appointed to the island's top job in retailing. Mills, who began his career with Stewarts Supermarkets, has taken up the post of operations director for Tesco across the island of Ireland. It makes him responsible for around 160 stores and 22,500 employees North and South. Tesco currently employs more than 9,000 people in Northern Ireland and sources goods to the value of more than £480 million from local suppliers.



**John King, Chief Executive Officer, House of Fraser**

John King joined House of Fraser, from Matalan, as Chief Executive Officer in December 2006. John started his management career at Sainsbury's and subsequently moved to a merchandising role at Marks & Spencer. Later he held various Managing Director roles at mainstream clothing and intimate apparel suppliers in the US and UK while overseeing factories across the US, Central America, and the Far East.



**Andrew Mawhinney** is the Town Centre Commercial Manager in Dundalk. One of only two Business Investment District Schemes (Bids) in the Republic of Ireland, Dublin being the other Bid. Andrew has a background in working in Town Centre Management in Ireland having occupied a similar public/private position in Limerick City for ten years.



**Diane Wehrle, Director, Springboard**

Diane Wehrle has over 20 years experience in providing analysis and performance measurement services in the retail property industry on behalf of Local Authorities, Town Centre Management initiatives, owners, investors and retailers. Previously Head of Retail Research at Donaldsons and Head of Retail and Property Consultancy at Experian, Diane is a founding Director of Springboard which was inception in 2002 and works with over 70 towns and cities across the UK. Diane is a Fellow of the Institute of Place Management.



**Richard Clement** is Internet Marketing Director with Pierce Communications and has been working in the Northern Ireland IT industry for over 19 years. He has specialised in web technologies since 2000 and Internet marketing & search engine optimisation since 2004.



**Richard Guiney** is the Chief Executive Officer of the Dublin City Business Improvement District (DBID) which was established in 2008 and serves over 2,000 businesses in Dublin's city centre in an area that is 2.5km long and 1.5km wide. DBID works to maintain Dublin's status as one of Europe's premier choices for shoppers, tourists and business leaders alike.



**Glyn Roberts** was appointed Chief Executive of NIIRTA in January 2008 after serving 7 years as Head of Press and Parliamentary Affairs with the Federation of Small Business in Northern Ireland.



**Mike Smith**, Head of Economics at the University of Ulster. He has been an academic economist for over thirty years and has published widely in academic and professional journals. His research interests are in regional policy and local economic development.

Sponsorship Opportunities

There are a number of opportunities for interested organisations to become involved with Retail NI 2010 as sponsors. Advantages of Sponsorship association include media coverage, brand awareness and networking opportunities.

For further information contact Nicola Evans or Julie Bonner on 028 9024 2111, email [n.evans@belfastcentre.com](mailto:n.evans@belfastcentre.com) or visit the retail NI website on [www.retail-ni.co.uk](http://www.retail-ni.co.uk).

Exhibition Opportunities

There are a limited number of exhibition spaces at Retail NI 2010. The exhibition area is situated outside the main conference room where all delegates will meet, assemble and network throughout the day.

For further information on how to secure an exhibition space contact Nicola Evans or Julie Bonner on 028 9024 2111, email [n.evans@belfastcentre.com](mailto:n.evans@belfastcentre.com) or visit the retail NI website on [www.retail-ni.co.uk](http://www.retail-ni.co.uk).



### Belfast City Council

<b>Report to:</b>	Health and Environmental Services Committee
<b>Subject:</b>	<b>Global Forum on Urbanisation and Health</b>
<b>Date:</b>	8th September, 2010
<b>Reporting Officer:</b>	Mrs. S. Wylie, Director of Health and Environmental Services, ext 3260
<b>Contact Officer:</b>	Mrs. S. Wylie, Director of Health and Environmental Services, ext 3260

#### Relevant Background Information

The World Health Organisation has organised a Global Forum on Urbanisation and Health to be held in Kobe, Japan, from 15-17 November and it has invited the City of Belfast to take part in this in its capacity as a designated Healthy City.

The Global Forum is a high level event which will bring together municipal leaders, national authorities and key stakeholders across multiple sectors promoting intersectoral actions to achieve improved health and health equity in urban settings.

Belfast is one of 15 designated Healthy Cities worldwide which has been asked to participate. It is a credit to the city that it is recognised as having achieved a considerable level of success in delivering the WHO requirements over its 22 years' involvement with WHO through the Healthy Cities Network. It is in recognition of the fact that the Council, as a key player and funder of Belfast Healthy Cities, has made a significant contribution to these actions that the invitation was issued.

The focus of the Forum will be on committing to key principles and actionable items in order to pave the way for a global urban health initiative. It will provide cities with an opportunity to showcase their work, highlight the challenges they face, describe the actions they are undertaking and be part of a declaration to reduce urban health inequities.

This is a particularly relevant time for Belfast to be involved in such an initiative as it has recently established the Belfast Health Development Unit, along with the Public Health Agency and the Belfast Trust, to more effectively address health inequalities in Belfast.

#### Key Issues

An invitation to participate has been issued to the Lord Mayor of Belfast by the Director of the WHO Centre for Health Development. However, the Lord Mayor is unable to attend and has nominated the Deputy Lord Mayor, who has confirmed his availability. The WHO will also cover the travel and subsistence costs for the Deputy Lord Mayor.

The Deputy Lord Mayor will be expected to participate in debates and will also sign a declaration on behalf of Belfast to reduce health inequalities and is therefore likely to need the support of a Council officer who has a background in health inequalities and working with Healthy Cities.

**Resource Implications**

The cost of an officer attending the event is estimated at £2000.

**Recommendation**

The Committee is asked to authorise the attendance of the Director of Health and Environmental Services (or her nominee) at the WHO Global Forum on Urbanisation and Health.



### Belfast City Council

<b>Report to:</b>	Health and Environmental Services Committee
<b>Subject:</b>	<b>Efficiency Programme</b>
<b>Date:</b>	8th September, 2010
<b>Reporting Officer:</b>	Suzanne Wylie, Director of Health & Environmental Services, Ext. 3260
<b>Contact Officer:</b>	Mark McBride, Business Support Manager, Ext. 3261

#### Relevant Background Information

As part of the Council's Efficiency Programme, the Health & Environmental Services Department has identified potential savings of £215,000 to be included within the departmental revenue estimates for 2011/2012. This level of Departmental savings is considered necessary in order to achieve the total Council targeted savings of £1.7M in 2011/2012 and as such the Department has considered a number of possible options for making the savings.

The potential areas for savings are summarised in table 1 below and it is proposed to generate these from areas across the department. More detail on the proposals is given in the narrative below.

**Table 1**  
**Departmental Efficiency Savings 2011/2012**

Budgetary Challenge	£20,000
Income Generation	£47,000
Procurement	£30,000
Service Reviews	£118,000
<b>Total</b>	<b>£215,000</b>

The **budgetary challenge** reductions of £20,000 could be generated from the realignment of supplies and services budgets in Cleansing Services and the training budget in the Environmental Health Service. This will have an impact, but it is felt that this can be managed so that it does not significantly affect service delivery.

The £47,000 of **additional income** could potentially be generated from the proposed introduction of charges for the collection of bulky household waste, which is a service that the council currently provides free of charge. Detailed information on this proposal is included in a separate report as introducing such a change is dependent on a Committee decision taken with knowledge of the full facts.

Improvements in **procurement** could generate an anticipated £30,000 of savings, including further reductions in kennelling costs through the collaborative contract arrangements with Carrickfergus Borough Council and reduction in the Waste Management communications programme and schools education contract. The Waste Management Service will work closely with Corporate Communications to limit the impact of the £15,000 reduction in the communications programme on the behavioural change message and the service will also utilise revised implementation arrangements during the contract extension period to negate the impact of the £5,000 reduction in the schools education contract.

The anticipated £118,000 of **service review** savings could be generated through the following proposed actions:-

- Cleansing Services and Environmental Health reductions in overtime budgets by a total of £29,000. This will impact on the capacity of the services to respond to specific requests from local communities or off schedule action, however it is considered necessary in this financial climate.
- Changes to shift patterns of staff at Recycling Centres could generate further savings in overtime costs of £74,000. A separate report is being presented on this proposal as it has implications in terms of opening hours.
- Environmental Health could reduce the current number of annual student placements from two to one, which would generate savings of £7,700. (This was reduced from four in 2008/09)
- Environmental Health Service could also cease payment of the annual contributions to "The Dogs Trust" (£5,000) and "Bee Safe" (£2,300) in 2011.

In addition to the savings identified above, the department will continue to analyse and challenge actual expenditure against the budget in 2010/2011 and ensure that any additional savings which will continue in 2011/2012 are included with the 2011/2012 revenue estimates.

### **Recommendations**

The Committee is asked to note the efficiency savings to be included in the revenue estimates for Health & Environmental Services Department for 2011/2012.

The Committee is also asked to approve the following specific actions in relation to the efficiency programme:-

- Cessation of the annual funding contributions to the "Dogs Trust" of £5,000 during 2011/12
- Cessation of the annual funding contribution to "Bee Safe" of £2,300 during 2011/12
- Reduction in the number Environmental Health student placements from two to one in 2011/2012

The Committee is also asked to note that the proposal to introduce a £5 charge for the collection of bulky household waste and to change Recycling Centre opening hours are included in separate reports to be presented by the Head of Cleansing Services and the Head of Waste Management.

**Belfast City Council**

<b>Report to:</b>	Health and Environmental Services Committee
<b>Subject:</b>	<b>Quarterly Financial Report</b>
<b>Date:</b>	8th September, 2010
<b>Reporting Officer:</b>	Suzanne Wylie, Director of Health and Environmental Services, Ext 3260
<b>Contact Officer:</b>	Mark McBride, Departmental Business Support Manager, Ext 3261

**Relevant Background Information**

It was agreed at the Strategic Policy and Resources Committee on 18th June 2010 that financial reporting packs would be produced for the Strategic Policy and Resources Committee and each Standing Committee on a quarterly basis and following discussion, that the first reports for the quarter ended June 2010 would be available for Committees in September. Monthly financial updates were also agreed to be provided to the Budget and Transformation Panel, if there were any significant issues to report.

The reporting pack contains a summary dashboard of the financial indicators and an executive summary explaining the financial performance of Health and Environmental Services Committee in the context of the financial performance of the overall Council (Appendix 1). It also provides a more detailed explanation of each of the relevant indicators covering the year to date and forecast financial position.

As was advised in the Strategic Policy and Resources Committee report of 18th June 2010, the reporting pack should be viewed as still under development and the style and information in the reports will continue to evolve, in liaison with Members.

The information within these financial reporting packs has been developed through collaboration between central finance and departmental management teams. The information for Standing Committees has therefore been reviewed and endorsed by central finance. As was outlined in the Strategic Policy and Resources Committee report of 18 June 2010, a number of practical issues have been resolved in the development of the reports. In particular, Members are asked to note the following:

- (i) the original 2010/11 rates setting exercise included a budget for a pay rise of 1.5%. The pay position of the council is determined by national negotiations and currently no pay rise has been offered for 2010/11, which is causing significant trade union concern. The budget of £1.1m has therefore been removed from departmental budgets, for reporting purposes, so that the true departmental variances can be identified. The current unutilised pay rise budget underspend has been logged centrally;

- (ii) demand led internal charges have also been removed from the budgets and expenditure of service users and applied to the budgets of service providers (eg ISB, facilities management etc) for reporting purposes which keeps the budgetary treatment for 2010/2011 in line with that agreed by Members on 18 June 2010 for 2011/2012
- (iii) capital charges are non cash items which have been removed from departmental budgets so that accurate variances can be identified.

## Key Issues

### A. Current and Forecast Financial Position 2010/2011

The current year to date financial position for Health and Environmental Services is an underspend of some £0.4m (4%) with a forecast end of year underspend of some £0.2m (0%), which is within the acceptable limits. The reasons for this underspend relate mainly to underspends in Environmental Health and Building Control. The financial reporting pack contains more detail on both the overall council position and the financial performance in each of the Services within the Department.

It should be emphasised that it is very early in the financial year and therefore it is difficult to make an accurate forecast of the end of year financial position. There are considerable uncertainties which could impact on the forecast. Nonetheless, an early forecast is helpful to Members in making financial decisions for the remainder of 2010/2011 and in advance of the 2011/2012 rates setting exercise.

As already stated, it is difficult to make an accurate financial forecast so early in the year. It is recommended that the use of the forecast underspend is considered corporately by the Strategic Policy and Resources Committee. The impact of in year savings will also be considered as part of the departmental efficiency programme, which is the subject of a separate report to the committee.

### B. Training

As was agreed at the Strategic Policy and Resources Committee on 18 June 2010, to provide training in financial management for Members. It is currently planned that this will be provided in liaison with the Improvement and Development Agency (I&DEA) and will take place in three sessions on 27 September. Members have already been advised of this training and attendance is encouraged, wherever possible.

### C. Links to performance management

Members should note that officers are currently working on the development of performance management reporting packs which in time will become available for Members' consideration alongside the financial reporting packs. Further updates will be brought to Members as the work progresses.

## Resource Implications

There is a year to date underspend of £0.4m and a forecast underspend of some £0.2m.

**Recommendations**

Members are recommended to:

- (i) Note the above report and associated financial reporting pack;
- (ii) Agree to the recommended proposal that the utilisation of the forecast underspend be considered corporately by the Strategic Policy and Resources Committee; and
- (iii) Note that financial training is to be provided to Members on 27th September and attendance, wherever possible, is to be encouraged

**Document Attached**

Financial Reporting Pack

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## Health and Environmental Committee


### Quarterly Finance Report

Report Period: Quarter 1 - 2010/2011


## Dashboard: Quarter 1, 2010/11

Strategic Element: Financial Planning	£'000 (under)/over	Indicator %	Page no
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## Year to date % variance

BCC	(1,123)	(4%)		<b>3</b>
• Health & Environmental Committee	(421)	(4%)		
○ Building Control	(89)	(39%)		
○ Cleansing	(41)	(1%)		
○ Environmental Health	(204)	(11%)		
○ Health Directorate	(5)	(2%)		
○ Waste Management	(83)	(2%)		

## Forecasted % variance

BCC	(2,877)	(3%)		<b>4</b>
• Health & Environmental Committee	(171)	(0%)		
○ Building Control	(35)	(4%)		
○ Cleansing	(35)	(0%)		
○ Environmental Health	(160)	(2%)		
○ Health Directorate	(4)	(1%)		
○ Waste Management	63	0%		

Note: Negative variances represent an under spend

## **Executive Summary**

### **Year to Date % Variance**

The quarter 1 position of the Health & Environmental Services Department is a 4% (£421,000) under spend. The two key contributors to this position are:

- Building Control - £89,000 under spend (39%).
- Environmental Health Service - £204,000 under spend (11%)

There are 4 key reasons for the current under spend within the department:

- Staffing costs are under spent due to staff turnover and delays in the recruitment of vacant posts, mainly arising from structural reviews and the completion of business cases for recruitment
- Building Control and the Environmental Health Service have received additional income totalling £52,000 relating to DPP external income and building notice application fees.
- The Department has made in year savings in areas of expenditure such as overtime, consultancy and operational supplies.
- Operational issues with the implementation of the education and awareness programme within the Waste Management Service. These are being actively addressed to allow full implementation during the financial year.

### **Forecast % Variance**

The forecast year end position for the department is estimated to be £171,000 below budget.

The department will continue to monitor actual / budgeted expenditure variances during quarter 2, especially those areas highlighted during the quarter 1 budget review process.

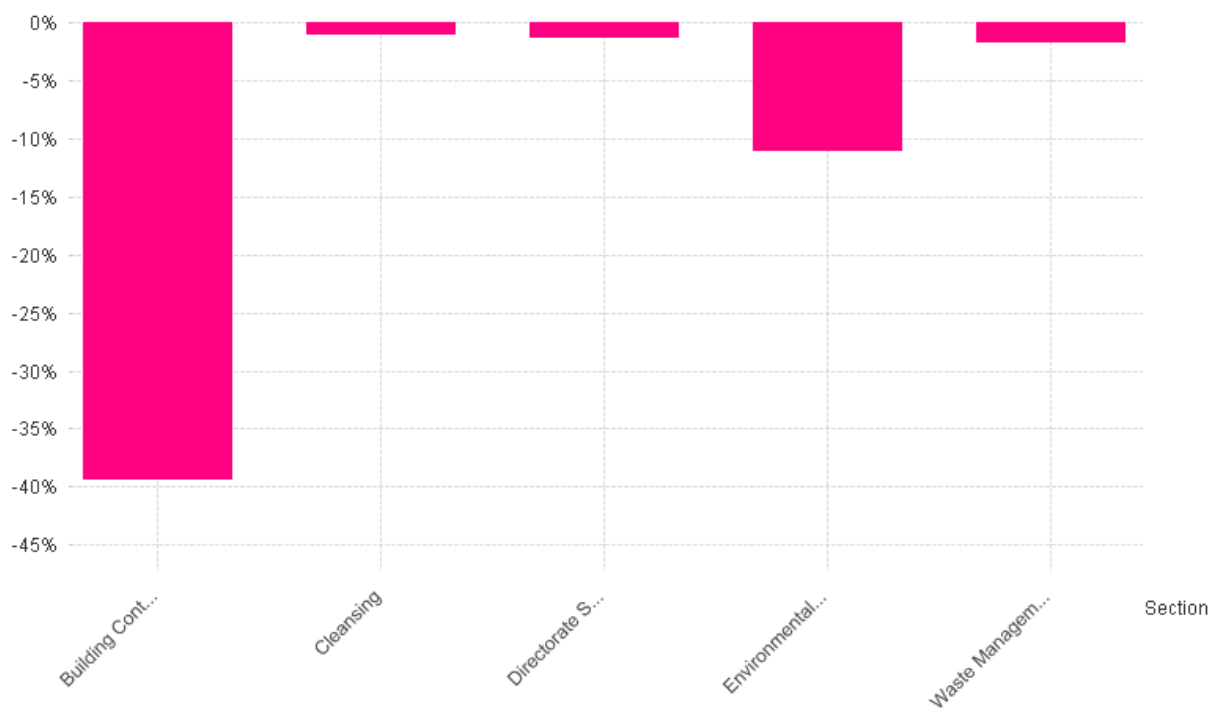
It is recommended that the potential use of this forecast under spend, along with those arising from other departments, is determined by the Strategic Policy and Resources Committee.

## Health and Environmental - Year to Date % variance

Source: SAP

PI definition:

This indicator calculates the difference between the budgeted net expenditure and the actual net expenditure as a percentage. It is reported for the year to date.



### Commentary and action required

The Environmental Health Service variance arose from staff turnover and vacant post savings of £50,000, an additional £16,000k of external DPP funding income and £8,000 of other expenditure savings. The remaining variance was due to the timing of actual and budgeted income and expenditure arising from the considerable number of community safety projects funded by external income.

Additional Building Control income of £36,000 was received mainly due to building notice application fees and under spends of £53,000 arose though staff turnover and recruitment turn around times and savings in transport and part time study costs. Response works to dangerous structures was under spent by £10,000, but given the unpredictable nature of these works is likely to be incurred later in the financial year.

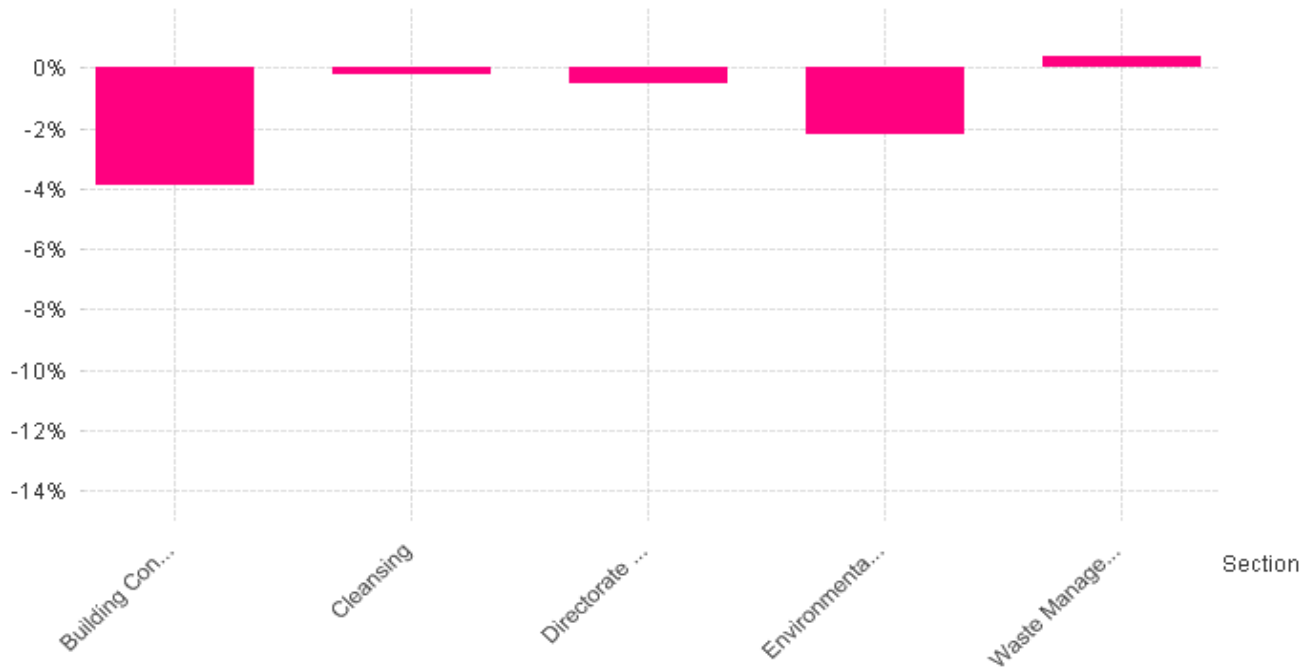
The Waste Management Service will continue to work closely with corporate communications to resolve the operational issues associated with the education and awareness contract to ensure that this is implemented fully for the year.

## Forecast % variance

Source: SAP

PI definition:

This indicator calculates the difference between the planned net expenditure and the forecasted net expenditure as a percentage. It is reported as a forecast for the end of the financial year.



### Commentary and action required

The **Environmental Health Service** forecast includes £124,000 of staff vacancy and turnover savings, mainly due to reviews of some structures and posts, £28,000 of additional DPP and health development income and £8,000 of savings in stationery and supplies.

The **Waste Management Service** forecast includes additional landfill contract and civic amenity site disposal costs of £150,000 and £130,000 respectively, partly offset by £155,000 of savings in food waste disposal, multi bin recycling, bins and container purchases and consultancy costs together with £66K of under spend in the implementation of the EU funded Success Card initiative, due to delays in the project. Action plans for the Success Card initiative are being reviewed for agreement with partner organisations, to ensure successful implementation of the project.

The level of **Building Control** income received continues to be an area of financial risk, however forecast income is not predicted to fall below the budgeted level for the year. The forecast savings in net expenditure are based on savings in employee costs of £25,000 and £10,000 of transport savings.

The department will continue to monitor and take action in respect of actual / budgeted expenditure variances during quarter 2, especially those areas highlighted during the quarter 1. budget review process.

## Health and Environmental Committee - Main Items of Expenditure

	Variance YTD £'000	% Variance	Plan 10/11 £'000	Forecast for Y/E at P3 £'000	Forecast Variance £'000	% Variance
<b>Health and Environmental Committee</b>	<b>( 421)</b>	<b>(4%)</b>	<b>39,335</b>	<b>39,164</b>	<b>( 171)</b>	<b>(0%)</b>
<b><u>Environmental Health</u></b>	<b>( 204)</b>	<b>(11%)</b>	<b>7,195</b>	<b>7,035</b>	<b>( 160)</b>	<b>(2%)</b>
Environmental Protection and Planning	( 13)	(8%)	1,121			
Regulation of Commercial Sector	( 23)	(5%)	1,612			
Public Health and Housing	( 65)	(16%)	1,542			
Community Safety and DPP	( 56)	(15%)	1,126			
Health Development and Advice Services	( 14)	(10%)	536			
Support and Other Services	3	1%	1,047			
Thematic Expenditure	( 36)	(73%)	210			
<b><u>Waste Management</u></b>	<b>( 83)</b>	<b>(2%)</b>	<b>15,740</b>	<b>15,803</b>	<b>63</b>	<b>0%</b>
Waste Disposal	14	1%	8,802			
Waste Control Monitor Enforcement	( 83)	(12%)	2,718			
Civic Amenity sites	48	9%	2,143			
Public Conveniences	47	70%	267			
Waste Control Projects & Outreach	( 99)	(49%)	807			
Waste Business Support	( 4)	(3%)	568			
Duncrue Complex	1	1%	238			
Policy & Resources	( 7)	(15%)	196			
<b><u>Building Control</u></b>	<b>( 89)</b>	<b>(39%)</b>	<b>897</b>	<b>862</b>	<b>( 35)</b>	<b>(4%)</b>
<b><u>Cleansing</u></b>	<b>( 41)</b>	<b>(1%)</b>	<b>14,742</b>	<b>14,707</b>	<b>( 35)</b>	<b>(0%)</b>
Cleansing and Waste Collection Operations	( 20)	(1%)	13,566			
Quality Assessment and Business Support	( 21)	(7%)	1,177			
<b><u>Directorate Support</u></b>	<b>( 5)</b>	<b>(1%)</b>	<b>761</b>	<b>757</b>	<b>( 4)</b>	<b>(1%)</b>

**Belfast City Council**

<b>Report to:</b>	Health and Environmental Services Committee
<b>Subject:</b>	<b>Safer City Planning Support</b>
<b>Date:</b>	8th September, 2010
<b>Reporting Officer:</b>	Siobhan Toland, Head of Environmental Health, Ext 3281
<b>Contact Officer:</b>	Eve Bremner, Environmental Health Manager, Ext 3275

**Relevant Background Information**

Community safety is one of the main concerns of the people of Belfast and hence is an issue of considerable importance to the Elected Representatives. Consequently, it is a key element of the *Supporting People and Communities* theme of the new Corporate Plan.

Members will be aware that the Council takes the lead role in supporting the Belfast Community Safety Partnership (BCSP) which brings together representatives from various agencies and sectors to work collectively on programmes and strategies to improve safety in the City.

The Belfast CSP has produced a Safer Belfast Plan 2009–2011, which prioritises four main themes, tackling anti-social behaviour, reducing alcohol fuelled violent crime, dealing with hate crime and helping Belfast feel safer. These four priority areas were identified following consultation as well as a review of recorded data and input from elected members. The Safer Belfast Plan priorities were also informed by the Council's public consultation and research which was commissioned jointly by Belfast CSP and Belfast District Policing Partnership (DPP).

The landscape for the public sector is changing and preparation for community planning is challenging us to develop a more holistic and sustainable approach to developing a Safer Belfast. Therefore the approach adopted in developing the Safer Belfast Plan (09-11) was more ambitious than previous years; the intention being that it should represent an overarching plan for a Safer Belfast that reflects the strategic priorities of participating partners.

Members will also be aware that in parallel to the Safer Belfast Plan the Council's community safety team has also been working *internally* to build the capacity of the Council to better coordinate its activities in this field in line with the broader interagency Safer Belfast Plan. As such the Council has recently approved its second internal plan for co-ordinating and raising the profile of activities to deal with anti-social behaviour, etc. across all council Departments.

**Key Issues**

As part of the interagency Safer Belfast Plan (2009-2011) participating organisations established a series of performance criteria which were to be reviewed on a quarterly basis using the services of a 'Safer Belfast Analyst'.

In February 2008 therefore the committee agreed to support the services of a dedicated PSNI analyst, via a secondment arrangement, (to the value of £30,000 per annum) to support information sharing between key organisations and undertake evaluation of performance of the CSP's initiatives against the four Safer Belfast priorities. Importantly, the analyst, when in post, developed vital information sharing processes which informed the Council's and other partners' service delivery such as on-street drinking operations, warden deployment and alleygating.

At this time it was proposed that this arrangement was put in place for one year from April 2008 until March 2009; subject to review at the end of this period. The post holder was to be jointly managed by the Council's Community Safety Team and the Police Service of Northern Ireland (PSNI) and took up the position in late summer 2008. A further report on the adoption of the Safer Belfast Plan in January 2009 supported the continued services of the analyst. In December 2009, due to operational arrangements in the PSNI, the analyst left this secondment post. Since then, discussions have been ongoing with the PSNI about resourcing the Safer Belfast Analyst again; however it is only recently that the Analysis Centre have indicated they have the capacity to allocate a staff member to this post.

The sustainability and adaptability of the new CSP approach is considerably strengthened by our investment in a Safer Belfast Analyst to provide relevant and up to date information about community safety issues, and the development of mature performance management systems to measure and deliver continuous improvement.

The Safer Belfast Analyst had been invaluable both in strategic planning and operational delivery for the Community Safety Partnership and the Council, as well as providing a mechanism to measure the effectiveness of the work. The gap in service because no analyst was in post, has made it difficult to extract intelligence, information and data that are critical to effective decision making process.

The analyst role is in the gathering of intelligence, problem solving and informing and producing performance reports in six monthly 'strategic assessment' reports for the BCSP. The information is also used to inform keys areas of Council work such as deployment of Community Safety Wardens, working to tackle underage and on street drinking through joint Belfast City Council and PSNI alcohol operations, targeting programmes and interventions at hotspots etc. The reports that are presented contain multi-agency data from the Council, the PSNI and the NIHE. During the Safer City Planning process for 2011 onwards it will be essential that the agreement of priorities is informed by accurate and timely information from sources such as this process and, crucially, up to date crime statistics. It is also vital that there is a mechanism in place to monitor the impact of resulting work against priorities.

Consequently, it is proposed that the services of a PSNI analyst are re-engaged via a new secondment arrangement to support the Safer Belfast Planning process for 2011 onwards and to assist with the evaluation of the impact made by emerging initiatives. It is estimated that the cost of these services would however have risen from the original estimate of £30,000 in 2008 to £34,623 per annum (due to normal inflationary increases). The PSNI and the Analysis Centre have however agreed to resource the training and development of this officer and will also provide operational management for the postholder.

As before, the PSNI analyst would be partly based in PSNI offices to facilitate access to police computer systems and databases; however, a proportion of the analyst's time would also be spent in the Council's Community Safety Team to support our work both internally and in partnership with other agencies. As such, it is envisaged that the analyst could also be used to inform and evaluate existing areas of joint working between Council and PSNI such as the Safer Neighbourhoods Pilot and our warden services. In doing so it is hoped that the Council and participating partners would have access to accurate and timely information to inform their work. It may also be possible to use the facilities within the council emergency planning suite were there is protected access to PSNI systems, therefore allowing better integration of the post holder within the Council.

The previous secondment arrangement of a PSNI officer and analyst to the community safety team has shown the value that such an arrangement can have to our organisation and it is envisaged that this further proposal would build upon this success. The PSNI has indicated its support for this arrangement and is keen to progress the recruitment of a replacement as soon as possible given the intention to ensure the safer city priorities are agreed in time to feed into the autumn planning cycle of statutory bodies for 2011-12.

#### **Resource Implications**

It is intended that the salary cost of this post would continue to be met by the Council, with training and operational management resources being supported by the PSNI. Allowances have been made in the revenue estimates for 2010-2011 to accommodate this arrangement. The PSNI would continue to employ the postholder, however the day-to-day work and duties of the postholder would be defined via an SLA. There would be no increase in head count.

Allowances have been made in the Revenue Estimates to support this post.

#### **Recommendation**

It is recommended that the Committee agrees to support the re-engagement of the services of a PSNI analyst until March, 2012.

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### Belfast City Council

<b>Report to:</b>	Health and Environmental Services Committee
<b>Subject:</b>	<b>Bye-Laws Prohibiting the Consumption of Alcohol in Designated Places</b>
<b>Date:</b>	8th September, 2010
<b>Reporting Officer:</b>	Siobhan Toland, Head of Environmental Health, Ext. 3281
<b>Contact Officer:</b>	Eve Bremner, Safer City Manager, Ext. 3275

#### Relevant Background Information

Members will recall that, at the Health and Environmental Services Committee meeting on 4th August, permission was granted to include additional streets in future bye-laws (Appendix A). Prior to 4th August, consultation took place with:

- PSNI District A & B
- BCC Party Group Leaders
- DPP Chairs
- BCC Community Safety Team
- BCC Policy Officers Group
- Parks and Leisure (BCC)
- CSP Strategic Tier (Members include Northern Ireland Housing Executive, Belfast Health and Social Care Trust, Department of Justice- Community Safety Unit, Translink, Belfast City Centre Management, NI Fire and Rescue, Youth Justice Agency, NIACRO, Belfast Education and Library Board, PBNI, Victim Support, NI Ambulance Service, NI Alternatives and Belfast Regeneration Office)

#### Key Issues

Submissions have been sought since mid-April. However since the last Committee meeting on 4th August, there has been intensive inter-agency work taking place in the Lower Falls and Divis areas of West Belfast and enforcement of on-street drinking has been hindered by the absence of designated streets. Therefore, PSNI have recently requested a number of additional streets they wish to be considered for inclusion in the current review of designated streets to assist in ongoing work to tackle antisocial behaviour alongside Council and other partner organisations.

Members are requested to consider including these additional streets as set out in Appendix B within the draft bye-laws before it is sent to DSD for initial approval.

The draft bye laws will be presented to Committee at a later date for final approval, as per the statutory process.

**Resource Implications**

A public notice is to be placed in local press regarding the making of the new bye laws. The cost is estimated at £1200 based on previous similar size notices and will be accommodated within existing revenue estimates.

There will also be costs associated with the purchase and erection of alcohol free zone signs in the areas which are newly designated. Again, these costs have been included within the 2010/2011 revenue estimates.

**Recommendations**

To consider and approve streets listed in Appendix B as additional areas to be included with the Bye-Laws regarding consumption of intoxicating liquor in designated places.

**Documents Attached**

**Appendix A**

Additional areas requested for inclusion within Alcohol Bye Laws, already approved by Health and Environmental Services Committee on 4<sup>th</sup> August.

**Appendix B**

Additional areas requested for inclusion within future Alcohol Bye Laws, requesting approval by Committee.

**Abbreviations**

DPP – District Policing Partnership  
CSP – Community Safety Partnership  
PSNI – Police Service of Northern Ireland

**Appendix A**

**Additional Streets and Areas for Designation**  
**(approved by Committee on 4<sup>th</sup> August 2010)**

**North**

Ardglen Place  
Ardoyne Avenue  
Arosa Crescent  
Bootles Hill  
Brompton Park  
Brookfield Walk  
Brougham Street  
Butler Walk  
Butler Place  
Cairnmartin Road  
Castleton Avenue  
Clifton Courtyard, Oldpark Road  
Duncairn Parade  
Flax Street  
Forthriver Crescent (school grounds are designated but not the remainder of the street).  
Glencairn Way  
Havana Court  
Havana Walk  
Havana Way  
Jamaica Court  
Jamaica Road  
Jamaica Street  
Jamaica Way  
Kingston Court  
Legann Street  
Lothair Avenue  
Ophir Gardens  
Rutherglen Street  
Stanhope Street  
St James' Mews  
Somerdale Park

**South**

City Way  
Finwood Park  
Kimberly Drive  
Lavina Square and Mews, Lower Ormeau

**East**

Bloomfield Parade  
Dromore Street  
Elmgrove Manor  
Elmgrove Road  
Euston Parade  
Flush Park  
Glendower Street  
Halcombe Street  
Hillsborough Gardens  
Knockdene Park South  
Lawnmount Street  
Maschona Court  
Oberon Street

Orangefield Road  
Rathmore Street  
Reid Street  
Sydenham Avenue  
Tamery Pass  
Tildarg Street  
Titania Street  
Willowholme Street

**West**

Ardmonagh Way  
Avoca Court  
Bellfield Estate  
Cairns Street  
Coolnasilla Avenue  
Coolnasilla Close  
Coolnasilla Drive  
Coolnasilla Gardens  
Coolnasilla Park North, South and East  
Creeslough Park  
Creeslough Walk  
Creeslough Gardens  
Downfine Walk  
Glenveagh Drive  
Glenveagh Park  
Glenties Drive  
Hillhead Avenue  
Lenadoon Walk  
Maple Villas, 2 Sliabh Dubh View  
Milltown Cemetery  
Monagh Grove  
Norfolk Way  
Norglen Road  
Sliabh Dubh View  
Springfield Mill, Springfield Road  
St Peters Square North  
Ross Mill Avenue  
Ross Mill Court  
Tildarg Avenue  
Twaddell Avenue  
Upper Suffolk Road  
Verefoster Walk  
Woodbourne Crescent

**Leisure Centres;**

Grounds and car parks of:

Andersonstown Leisure Centre  
Avoneil Leisure Centre  
Ballysillan Leisure Centre  
Ozone Complex  
Grove Wellbeing Centre  
Loughside Recreation  
Olympia Leisure Centre  
Shankill Leisure Centre  
Whiterock Leisure Centre  
Multi Sports Complex (Blythefield) Blythe Street

**Allotments**

Musgrave

**Open Spaces**

Britanica Open Space (off Sandy Row)

Cooke Street

Whiterock Road (space at right hand side when driving into Whiterock Leisure Centre grounds).

**Playparks**

Eversleigh Street Playpark

Grampian Avenue Play Park

Lenadoon Playpark

Navarra Play Park, Ballyrone Hill

Nubia Street

Stewart Street Playpark

**Other**

Balmoral Industrial Estate

Bank Square

Giants Park

Grounds of Belfast City Hospital

Grounds of Learning and Development Centre, East Bridge Street

Grounds of Mater Infirmorum Hospital

Grounds of Royal Victoria Hospital

Walkway that runs through the Con O'Neill Park with entrances on the Beersbridge Road and Abetta Parade.

Writers Square (DSD owned)

Yorkgate Railway Station

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**Appendix B**

**Additional Streets to be Considered for Designation**

**East**

My Lady's Road

**West**

Abercorn Walk  
Abyssinia Street  
Abyssinia Walk  
Ardmoulin Terrace  
Ardmoulin Place  
Balkan Court  
Bread Street  
Clonfadden Crescent  
Devonshire Close  
Devonshire Place  
Gibson Street  
Grove Tree North and South  
Jude Street  
Lady Street  
Ladymar Walk  
Ladymar Court  
Ladymar Park  
Ladymar Grove  
Lincoln Square  
Lisfadden Way  
Lisfadden Place  
Lisfadden Drive  
Marchioness Green  
Milford Place  
Milford Close  
McDonnell Court  
Plevna Park  
Quadrant Place  
Ross Court  
Ross Rise  
St Peter's Court  
St Peter's Close  
St Peter's Square East  
St Peter's Place  
Spinner Square  
Sultan Way  
Sultan Square  
Ward Street

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### Belfast City Council

<b>Report to:</b>	Health and Environmental Services Committee
<b>Subject:</b>	<b>Consultation Document – A New Fuel Poverty Strategy for Northern Ireland</b>
<b>Date:</b>	8th September, 2010
<b>Reporting Officer:</b>	Suzanne Wylie, Director of Health and Environmental Services, Ext. 3260
<b>Contact Officer:</b>	John Corkey, Environmental Health Manager, ext 3289

#### Relevant Background Information

The Department for Social Development (DSD) has sought comments on proposals contained within its new Fuel Poverty Strategy for Northern Ireland. The report reiterates that fuel poverty remains a key priority for the Executive and acknowledges that previous targets to eradicate fuel poverty in vulnerable households have not been met. Importantly, the draft Strategy recognises that the alleviation of fuel poverty cannot be resolved by one government department, particularly in a context of increasing global energy costs.

The draft strategy verifies that Northern Ireland suffers disproportionately from fuel poverty. A number of factors contribute to this situation where annual household fuel bills here are considerably higher than any UK region and annual fuel bills, as a percentage of disposable income are, likewise, far in excess of other regions.

Fuel poverty is affected by 3 factors, namely, income, fuel prices and energy efficiency. The energy inefficiency of houses is recognised as the contributor to fuel poverty where Government has greatest potential for making an impact. The new strategy focuses on removing energy inefficiency as a cause of fuel poverty whilst exerting influence on other departments and agencies to help tackle high fuel prices and low incomes.

#### Key Issues

The draft strategy acknowledges the need for a strong partnership approach to address fuel poverty. Co-operation is anticipated not only across Government departments but the direct involvement of local Government is also considered.

The draft Council response is attached. It stresses the need for a co-ordinated approach with leadership and delivery responsibilities clearly identified and also supports a key focus on energy efficiency. The benefit of area based approaches is highlighted as of particular relevance to Belfast. The response reflects the overarching impact of fuel poverty in Belfast and takes account of specific Council work on health development, older people, energy efficiency and building regulations, as well as its overall policy on sustainable development and poverty

generally.

**Resource Implications**

There are no direct resource implications associated with this report. If the conclusions agreed result in greater responsibilities for local authorities in addressing fuel poverty, some re-alignment of council budgets may be required.

**Recommendation**

The Committee is asked to endorse the attached draft response.

**Decision Tracking**

Agreed response will be forwarded to DSD by David Cartmill, Departmental Policy Manager, subject to final endorsement by Council.

**Document Attached**

Draft response to “Warmer, Healthier Homes” – a consultation paper on a new Fuel Poverty Strategy for Northern Ireland.

**DRAFT**

Fuel Poverty Strategy Team  
Dept. of Social Development  
Level 2, Lighthouse Building  
2/4 Cromac Avenue  
Belfast City Council  
BT7 2JB

**Warmer Healthier Homes – A consultation paper on a new Fuel Poverty strategy for N.I.**

Thank you for the invitation to comment on the above strategy. Belfast City Council would wish to express its support for the need to continue measures to tackle the issue of Fuel Poverty as a matter of urgency.

We have reviewed the document and have completed the response pro forma as requested. Belfast City Council would, however, wish to emphasise what it regards as key issues.

**1. Section 4 – Consolidating Partnerships**

Belfast City Council agrees fully that no one government department or organisation can tackle Fuel Poverty single-handedly. The document refers to the Inter-departmental Group on Fuel Poverty and the need for closer working between government departments and the private and voluntary sectors. We would suggest that the means to realise a co-ordinated, strategic approach to address Fuel Poverty should be presented in much greater detail, with leadership and delivery responsibilities clearly identified. It is accepted that DSD can contribute to part of the solution only. Ownership of a revised Fuel Poverty strategy must however be established to ensure proper management and monitoring of actions agreed.

It is Belfast City Council's view that Local Government has an important role to play in such a strategic partnership and we would welcome further discussion as to how optimum arrangements might be brought about. It is only by adopting such a cross-cutting approach that the separate but inter-related factors contributing to Fuel Poverty can be addressed meaningfully.

**2 Section 2.16 – Powers to enable local authorities to produce action plans to improve energy efficiency within their local area.**

The Council welcomes new powers outlined in the Housing (Amendment) (No 2) Bill which provides opportunity to engage more actively in the fight against fuel poverty at a local level. The powers proposed will enable local authorities to pursue a range duties relating to sustainable development and health development in a more direct and immediate fashion. We would hope that the delay in the establishment of new local authorities will not impede the progress of this Bill through the Assembly.

**3. Section 4.5 – An area based approach to energy efficiency improvements.**

Belfast City Council is fully supportive of area based approaches in terms of impact and efficiency in addressing fuel poverty. We accept fully that different approaches will be designed and applied in different circumstances. In Belfast we see clear opportunities to adopt area based approaches which have been applied successfully in other contexts (for example, "enveloping") and in other cities. Such approach would be carefully targeted and based on detailed data already in the Council's possession.

## **WARMER HEALTHIER HOMES**

### **A Consultation Paper on a new Fuel Poverty Strategy for Northern Ireland**

**Question 1.1            Do you have any evidence which you would submit as part of the examination of the current definition of fuel poverty?**

The current definition of fuel poverty provides a useful indicator of the ability of people to heat their homes. Whilst the definition may lend itself to further refinement Belfast City Council would caution against any change that could compromise its use as a barometer of the effectiveness of interventions or the impact of variations in fuel prices over time. It is essential that meaningful and accurate year on year comparisons are available.

Belfast City Council has access to a range of data pertaining to the present definition of fuel poverty and has been working with DETI to produce bespoke maps of energy use in the city. Such evidence would enable area based approaches to fuel poverty discussed later in this response.

**Question 1.2            Do you agree with the development of a severity index?**

Although people on the margins of fuel poverty may not be as seriously affected as those who are in severe or extreme fuel poverty, as an indicator, fuel poverty identifies anyone whose health and safety may be compromised by an inability to heat their home. Whilst Belfast City Council would agree that a severity index would provide useful and relevant information for targeting purposes it should only be used in that light and should not be promoted as an opportunity to exclude people from assistance.

**Question 1.3            Do you agree that resources should be targeted at vulnerable households first?**

Very often vulnerable households are in fuel poverty, however, this is not always the case. Ideally interventions to reduce fuel poverty should be targeted at the fuel poor however it is not always practicable to roll out a scheme based on the "worst first" approach. Another option would be to target areas of greatest need, where there is likely to be more people in fuel poverty, and deal with it on a geographical basis, similar to the Warm Zones approach currently being piloted in England.

**Question 1.4            Do you agree that a severity index should be used to assist in targeting the most vulnerable?**

Whatever approach the Department utilises to reduce fuel poverty it is imperative that mechanisms continue to exist that will allow those in extreme fuel poverty to be dealt with as a priority. The 2006 House Condition Survey (HCS) suggests that only 6% of the fuel poor fall into this category and, although this percentage is likely to demonstrate an increase following the release of the 2009 HCS figures, it should still be possible to target the majority of these homes.

**Question 2.1            Do you agree with a consolidation of the fuel poverty strategy around the aim of improved energy efficiency?**

Improving energy efficiency is the most effective way of addressing fuel poverty. It is therefore appropriate that this should form the central theme of the fuel poverty strategy. It is important however that the strategy does not focus on energy efficiency to the exclusion of the other two

contributors, namely energy costs and income. Benefit maximisation for example, must be viewed as a central objective in any fuel poverty strategy. Energy costs probably constitute the strand of the definition that lends itself least to intervention. Whilst the utility regulator's responsibilities include gas and electricity they do not include oil which is used by 70% of the people in the province. In January of this year when temperatures dropped to as low as -11°C the average price of 900 litres of oil rose by around £25. This demonstrates how exposed vulnerable people are to unregulated oil prices. Also, vulnerable customers who cannot afford to bulk purchase home heating oil in one transaction are often left with no option but to use 20 litre drums and can end up paying significantly more per litre. An added problem with the 20 litre drums, particularly for the frail or elderly, is the method of transfer into their oil tank. This can present serious health and safety risks. Belfast City Council would therefore recommend that consideration be given within the strategy for the introduction of a regulatory mechanism for fuel oil. Already this year the Chairman of the Council's Health and Environmental Services Committee has written to the office of the First and Deputy First Minister recommending that consideration be given to the introduction of a regulatory mechanism that will provide all the fuel poor, particularly those using oil, with protection from fluctuating and expensive energy costs.

Belfast City Council considers that energy efficiency presents the most tangible and immediate intervention to reduce fuel poverty. We would emphasise the wider benefits of such approaches including contributions to government targets on Climate Change and reduction in CO2 emissions.

**Question 2.2**                    **Do you agree that the Warm Homes Scheme should continue to be our main tool in tackling energy inefficiency in the owner occupied and private rented sector?**

It is difficult to reconcile the increasing levels of fuel poverty with a commitment to endorse a continuation of the Warm Homes Scheme as the main tool for tackling energy inefficiency in the owner occupied and private rented sector. The new focus of targeting properties where there is no central heating, solid fuel, Economy 7 or LPG still fails to guarantee that it is reaching the fuel poor. However, whilst the Council would agree that the Warm Homes Scheme should continue in the absence of any suitable alternative it is strongly recommended that serious consideration is given to looking at potentially new and innovative options, such as area based interventions. We would suggest that further assessment is made regarding the use of Building Regulations as a means to tackle energy inefficiency

**Question 2.3**                    **Do you agree that the warm homes criteria should continue to be used?**

If the Department retains the Warm Homes Scheme as the main tool in tackling energy inefficiency in owner occupied and private rented sector then the scheme must have the capacity to target the poorest people who are living in the worst homes, such as benefit recipients whose home has a low SAP rating. This would ensure that the target is not diluted by inclusion of vulnerable people who are not in fuel poverty and people already living in energy efficient homes.

**Question 2.4**                    **Do you agree that the Northern Ireland Housing Executive heating replacement scheme is an effective tool in tackling energy efficiency in our social housing stock?**

The 2006 HCS indicated that over 40% of Housing Executive households were in fuel poverty. This is significantly higher than the regional average of 34% although it is less than the private rented sector. As social housing is more likely to have a greater percentage of vulnerable individuals in receipt of social benefits it is difficult to deduce a definitive view from this type of information. The imminent publication of the 2009 HCS results however will provide a much more meaningful measure of its effectiveness and the Council would suggest that any decisions around this issue should take into account any new data from the 2009 survey

**Question 2.5**            **Do you agree that Cosy Homes is the most appropriate way of improving the energy efficiency of existing housing association stock?**

Although the Cosy Homes scheme assists registered Housing Associations to change from inefficient systems, such as Economy 7 and solid fuel, to energy efficient gas or oil it doesn't provide a whole house approach in relation to ensuring an energy efficient home. Also, where an oil fired system is installed under the scheme the occupant will then be reliant on an expensive and unregulated fuel supply. The Council would wish to see guarantees that publicly funded energy efficiency interventions are designed around whole house solutions.

**Question 2.6**            **Are you in favour of a boiler replacement scheme?**

Boiler replacement schemes should improve energy efficiency and therefore reduce energy costs to the user. This will contribute to a reduction in fuel poverty although, of itself, it does not guarantee that the occupant will move out of fuel poverty. Associated improvements linked to boiler replacement including installation of thermostatic valves, controls and insulation may require a Building Regulation application. If Building Control bodies are required to inspect systems this should be taken into account in the design of financial support schemes for households.

**Question 2.7**            **Do you agree that the scheme should be targeted at boilers rated at D or worse?**

Yes.

**Question 2.8**            **Do you agree that the boiler replacement scheme should be administered as a grant?**

Yes. The boiler replacement scheme should be administered as a grant and, as it is targeted at vulnerable people in receipt of one of the qualifying criteria for warm homes, the grant should cover the full cost of installation and any associated inspection (see 2.6).

**Question 2.9**            **Do you agree that, as in the warm homes scheme, the boiler replacement scheme should be available to people living in privately rented houses?**

Yes. This is particularly relevant as the majority of the fuel poor live in the private rented sector.

**Question 2.10**        **If so, do you think landlords should make a contribution to the scheme?**

Yes. There should be an obligation on landlords to make a contribution as they are directly benefiting from an improvement to their property. Legislative change may be required to permit enforcement of such a duty

**Question 2.11**        **Do you agree that the Department should continue to aim towards Code 4 and 5 so that new social housing is built to the highest possible standard?**

The Council would agree that all new social housing should be built to the highest possible standard.

**Question 2.12**      **Do you agree that the Department should explore the feasibility of an equity release scheme which would allow home owners to carry out energy efficiency improvement to their homes?**

Equity release provides people, who own their property, with the option to free up capital to improve their home. Such schemes however need to be considered locally in the context of falling house prices. The Department should closely examine the effectiveness of the three English pilots and should consult with relevant stakeholders before committing to any such schemes.

**Question 2.13**      **Do you agree that the Department should work with the Department of Finance and Personnel, other Departments and agencies, to expand the use of the data base of energy performance certificates?**

Yes. Belfast City Council believes that the targeting of energy inefficient dwellings will be the most effective way of reducing fuel poverty. It is therefore essential that appropriate data, and energy performance certificates in particular, is available to inform the identification of both hotspot areas of potential fuel poverty as well as isolated dwellings. The Council is of a view that data administered by the DFP could be further utilised to better inform fuel poverty policy. Local authorities through their environmental health and building control services can play a role with other partners in developing better data sharing, for example, use of information maintained on the energy performance of buildings.

**Question 2.14**      **Do you agree that the Department's approach to smart meters should prioritise safeguarding the vulnerable?**

The installation of smart meters could provide benefits for the fuel poor by removing the fear of unexpected large fuel bills, based on estimates.

**Question 2.15**      **Are there any other duties which the Department should pursue in the smart meter domain?**

The Department should consider ultimately installing smart meters in all dwellings. As the public become more aware of air quality issues, including climate change and fuel poverty, there will be greater awareness of the impact of energy consumption. Smart meters would therefore assist householders in more effectively managing their fuel use. This issue should be included for further exploration with energy providers and for possible inclusion in revised building regulations.

**Question 2.16**      **Do you agree that new powers will enable local authorities to produce action plans to improve domestic energy efficiency within their local area?**

The Council welcomes the powers outlined in the Housing (Amendment) (No.2) Bill relating to the functions of district councils in relation to energy efficiency. In particular, the power to produce action plans to improve energy efficiency in residential accommodation will provide district councils with the *vires* to more actively engage in the fight against fuel poverty and perhaps lead on certain initiatives, such as area based approaches (see Question 4.5). The Council would also hope that any delay in the establishment of the new local authorities would not in any way impede the progress of this Bill through the Assembly.

District Councils already have comprehensive powers for dealing with unfitnes in the private rented sector. However, as a tool for improvement, the fitness standard is of limited value. It could however be used as a means to address fuel poverty in individual dwellings if the standard was changed to the decent homes standard. Alternatively, the Department could

introduce the Housing Health and Safety Rating system (HHSRS), which applies in England and Wales, as a replacement to the fitness standard. This operates on a hazard rating system and includes “Excessive Cold” as a category for consideration. Enforcement options around this HHSRS category could compliment any plans that Councils may produce through the proposed new energy efficiency powers under the Housing (Amendment) (No.2) Bill.

**Question 3.1            Do you agree that the Department should continue with its benefit uptake campaign to assist households to increase incomes?**

Yes. Benefit maximisation must form a key element of any fuel poverty strategy. The link to fuel poverty from income emphasises the need to ensure that benefit claimants, who are more likely to be in fuel poverty, receive their full entitlement. Sitting alongside the issue of benefit claimants are those people who, over recent years, have amassed significant personal debt. Whilst many of these people will fall outside the definition of fuel poverty they will, *de facto*, be fuel poor in that they will struggle to pay their fuel bills. The health impact for them will be the same as for those in fuel poverty but maximising their incomes will not address the problem for them. Increasing energy efficiency and controlling fuel costs will therefore be the priority for those in severe personal debt.

**Question 3.2            Do you agree that the Department should promote oil stamps savings schemes as a model of good practice and work with partners to examine the feasibility of a national scheme?**

Yes. Belfast City Council has direct experience of delivering an oil stamps savings scheme over the last 2 years. Over £130,000 of stamps have been sold so far and £80,000 redeemed by the oil companies. There are 48 outlets for the stamps across the city but the scheme is particularly popular in areas of social deprivation. Despite this the average value of the stamps saved on each card is £127. As the Council does not have a *vires* for such a scheme it is delivered under Section 115 of the Local Government Act (NI) 1972. The Housing (Amendment) (No.2) Bill proposes to give District Councils powers to promote energy efficiency in residential accommodation however Belfast City Council has already recommended to the Committee for Social Development an amendment to the draft legislation to include provisions that allow District Councils to assist the management of heating costs in residential accommodation. The Council would therefore wish to reiterate its desire to see this amendment included in the Bill.

The Council self evidently supports oil stamps savings schemes as a model of good practice but believes a national scheme, overseen by the Department, would be more appropriate. The Council would therefore recommend that the Department examines the feasibility of a National scheme.

**Question 3.3            Do you agree that the Department should maintain a watching brief on new green technologies, with a view to rapid uptake of proven cost effective technology?**

Northern Ireland is 99% dependent on imported fossil fuels and has the highest carbon footprint in the UK. Not only does the use of fossil fuel impact on air quality and climate change it also makes the province particularly vulnerable to rising fuel costs. In light of this therefore improved energy efficiency and the development of new green technologies should be integral to the fuel poverty strategy. The Council would therefore support the Department’s proposal to continue to invest in renewable solutions and would encourage their uptake at the earliest opportunity. Such support is, however, contingent on the expectation that clear procedures are put in place to enable the Department to cooperate with and influence the department(s) with responsibility to promote the use of new green technologies. We would emphasise that government should encourage new technologies to be employed but these should be thoroughly assessed and evaluated, with wider considerations such as the embodied energy of buildings taken into account.

**Question 3.4**            **Do you agree that the Department should continue to work with partners including the utility regulator and the Department of Enterprise, Trade and Investment to explore options for the possible introduction of a social tariff?**

The concept of social tariffs is attractive however Belfast City Council would be concerned that the development of social tariffs, with a view to benefiting disadvantaged customers, could result in additional costs to others which, in turn, could move some who are not currently fuel poor into fuel poverty. Belfast City Council has already responded to the utility regulators consultation, "Assisting with Affordability Concerns for Vulnerable Energy Consumers".

**Question 4.1**            **As the Department for Social Development has responsibility for domestic energy efficiency, which is only one component of the fuel poverty equation, do you agree with the emphasis on a partnership approach to tackling all aspects of fuel poverty?**

Yes. The three contributors to fuel poverty namely energy inefficiency, fuel costs and income confirm that there is a need to address the issue across a wide range of departments, statutory agencies and the voluntary and private sectors.

**Question 4.2**            **Do you agree that the types of partnership listed above encompassed the most important ones?**

Yes. The partnerships identified in the consultation appear to encompass the most important areas however the fuel poverty strategy must provide the framework within which all partnerships are able to dovetail their efforts to meaningfully reduce the numbers in fuel poverty. We would wish to mention specifically the potential roles of the N.I. Building Regulations Advisory Council (who advise on new building regulations) and the Department of Finance and Personnel (who write the regulations) Utilising the range of expertise available will require new and innovative approaches that will maximise the impact of individual partners, possibly through area based approaches. We would reiterate the need to establish clear leadership and delivery roles within the partnerships suggested.

**Question 4.3**            **Do you agree that the Department should maintain an active monitoring, evaluation, and research programme to support the development of best practice in the delivery of strategy?**

Yes. Evaluating and learning from best practice is essential particularly in light of the failure of the existing strategy to meet its targets and the continuing anticipated increase in people experiencing fuel poverty.

**Question 4.4**            **Do you agree that the Department should support housing providers to broker energy at a competitive rate for their tenants?**

Increasing fuel costs are probably the largest contributor to the rise in fuel poverty over recent years and therefore any means whereby these costs can be minimised for users are to be welcomed. The Council would therefore support the proposal that social landlords could bulk purchase energy at a discounted price on behalf of tenants. However, as the highest levels of fuel poverty are found in the private rented sector, the Council believes that social housing providers, and the Northern Ireland Housing Executive as the Regional Housing Authority and the Regional Energy Efficiency Authority, should have the power to make discounted fuel prices available to any householder who is deemed to be in social need whether they are the tenant of a social landlord, a private tenant or an owner occupier. Whilst welcoming the principle of brokering competitive energy rates for tenants we would question the practicality of this proposal. Clarity may be provided given further exploration including impact assessments.

**Question 4.5            Do you agree that the Department should explore an area based approach to energy efficiency improvements?**

When looking at potential fuel poverty existing in 50% of all households in Northern Ireland (pending 2009 HCS results) there is an imperative to consider new approaches to the issue. There is currently considerable interest in an area based approach to energy efficiency as a means of addressing fuel poverty. In its response to the utility regulatory consultation "Assisting with Affordability Concerns for Vulnerable Energy Consumers" Belfast City Council encouraged the concept of targeting energy inefficient houses on a phased basis focusing on those on low incomes or in specific geographical areas.

The onus for delivery of an area based scheme could be placed on the Local Authority as the key point of delivery with a local community partnership to shape the scheme delivery. It should be capable of prioritising those communities where reducing energy bills through energy efficiency measures will alleviate fuel poverty. It can also operate as a one-stop-shop allowing for benefits checks and income maximisation opportunities. Belfast City Council would therefore support the Department's intention to carry out an evaluation of the Kirklees approach to energy efficiency improvements.



**Belfast City Council**

**Report to:** Health and Environmental Services Committee

**Subject:** **Green Apple Environmental Award**

**Date:** 8th September, 2010

**Reporting Officer:** Sam Skimin, Head of Cleansing Services, ext 5273

**Contact Officer:** Sam Skimin, Head of Cleansing Services, ext 5273

**Relevant Background Information**

To inform the Committee that Cleansing Services recently submitted an application for an award under the National GREEN APPLE AWARDS scheme run by The Green Organisation. The Green Apple Awards are prestigious national environmental awards presented annually under a range of categories.

I am pleased to advise Committee that the Council has now won a 2010 Green Apple Award, for environmental best practice, in competition with other bodies nationally.

**Cleansing Services' Award**

The project submitted this year by Cleansing Services was the "*Partners Against Grime Challenge*" Education Programme.

A competition was developed to give an opportunity to deliver a tailored interactive anti litter workshop to key stage 1 & 2 year groups in schools. A well established resource, Belfast's very own action hero, Captain Cleanup, was utilised to engage the pupils. The pupils were tasked to design a sidekick to help our anti-litter superhero Captain Cleanup to keep Belfast clean and litter-free. Captain Cleanup accompanied the Community Awareness Team to visit each school and undertook the workshop on the damaging effects of litter.

Of the schools which returned our evaluation form, 100% of respondents felt that the project was interactive and that the workshop was both creative and effective.

Full details of the submission are available from the Head of Cleansing Services.

**Key Issues**

The Green Apple Awards ceremony will take place in the House of Commons, London, on the 15th November 2010 and the Council gets one free invitation to the ceremony. It is recommended that the Chair and the Community Awareness Manager, who has a detailed knowledge of the submission or their nominees, attend the presentation ceremony to accept the award on behalf of the Council .

**Resource Implications**

**COSTS**

Costs per person

Flights	£110
Accommodation	£110
Meals etc	£ 35

One additional invite £ 110

The above expenditure can be met from the current revenue estimates.

**Recommendation**

The Committee is requested to note the good work undertaken by Cleansing Services, Community Awareness Team in developing this excellent Schools Education Programme.

The Committee is also requested to approve attendance at the Green Apple Awards Ceremony, in London, on 15th November 2010, by the Chair and the Community Awareness Manager or their nominees.

**Decision Tracking**

N/A

**Key to Abbreviations**

None

**Document Attached**

Letter from Green Apple Awards organisation confirming the winning of an award.



**The Green Apple Awards**

The Mill House, Mill Lane, Earls Barton, Northampton NN6 ONR  
Tel/Fax 01604 810507

Dear CAROLINE

**PLEASE READ THIS LETTER VERY CAREFULLY  
AS YOU WILL NEED TO TAKE SOME ACTION**

**PARTNERS AGAINST GRIME CHALLENGE**

We are pleased to notify you that this project has been successful in your application for a Green Apple Award for Environmental Best Practice. Congratulations!

Your Green Apple Award will be presented by a well-known celebrity in  
**The House of Commons, Westminster**  
Monday, November 15, 2010, at 10.00 am (tbc)

The Prizegiving Ceremony will last about two hours, with food and light refreshments included.

**Further details and important information are attached,**  
so please read them carefully before completing your Confirmation/Order Form,  
**which has to be returned to us by August 27, 2010.**  
The only way to request tickets is by returning your Order Form before the deadline.

- Enclosed you will find a draft press release announcing your success. Please adapt the text as you choose, and distribute to your target media.
- *Your winning entry may also be chosen to represent the UK in the European Business Awards for the Environment as the Green Apple Awards is one of the few accredited feeder schemes into this international event.*
- You are also still in the running for the top prize of a spa holiday for two in Aquacity, Slovakia – the world's most environmentally-friendly resort.

**WHAT TO DO NEXT...**

*Please read the following important information in full.  
Then complete the Order Form, answering the following two questions:*

1. Please confirm if you want to be considered to represent the UK in the European Business Awards for the Environment.



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**Belfast City Council**

<b>Report to:</b>	Health and Environmental Services Committee
<b>Subject:</b>	<b>Proposal to Apply Charges to Bulky Household Waste Collections</b>
<b>Date:</b>	8th September 2010
<b>Reporting Officer:</b>	Sam Skimin, Head of Cleansing Services, Ext. 5273
<b>Contact Officer:</b>	Sam Skimin, Head of Cleansing Services, Ext 5273

**Relevant Background Information**

As outlined in the Directorate report on the efficiency programme for the Department a proposal was put forward to review the potential for recovering a proportion of the costs of providing the bulky waste service through the introduction of a charge to the public for the service. The purpose in doing this is to generate a level of money which will assist in keeping the 2011/2012 Departmental budgets within the targets set by the Council.

**Key Issues**

To assess the feasibility of introducing such a charge, Cleansing Services has been enquiring as to the level of service provided by other local councils. Charges for collection range from £5 to £16. The number of items covered by the charge range from 1 to 10 items. Items for collection include very bulky items such as fridges and white goods, furniture etc. but normally exclude builders waste, garden waste and DIY waste.

The proposal for Belfast would be that a £5 charge would be made for up to 5 items and a further £5 for each additional batch of up to 5 items. The size of an item would be restricted to a standard black bag or equivalent, for most loose items, or an item of white goods, furniture or electrical equipment. Very large items or excessive amounts would be assessed individually and an appropriate charge applied for that particular request. This would be applied to the 47,000 (approximate) bulky waste collections we complete each year. Collections would continue to exclude builders' waste.

In considering this proposal there are some issues which the Committee should take into account, i.e:

- The number of requests for bulky waste collections may fall off sharply due to a charge being levied.
- There may be an increase in dumping in the city necessitating extra resources being applied to remove dumped items and to follow up with effective enforcement. This may have an adverse effect on the cleanliness of the city.
- There will be additional administrative workload to process payments etc.

Taking account of any additional income less the extra resources applied to dealing with increased dumping, the cost of introducing electronic and other payment systems and additional clerical support to process payments, the service has estimated the potential for a net increase in income to the Council of approximately £47,000 in the first year of operation. This may increase in future years.

There are, however, a number of uncertainties in terms of what effect this will have on peoples' waste disposal habits so the actual outcome can only be properly determined after the scheme has been in operation for some time and a full operational assessment can be completed. Therefore it is recommended that the introduction of charging is carried out as a pilot in 2010/2011.

**Resource Implications**

**Financial**

Financial implications are difficult to quantify in the absence of what effect the charge will have on demand for the service and subsequent waste disposal habits. The estimated net increase in income of £47,000 takes into account a potential for a significant reduction in service requests and any increase in the need for waste clearance, enforcement and additional clerical resources, which would have to be met from any income generated. There will also be an initial cost of systems amendments to enable electronic and other payment options.

**Human Resources**

There may be a need for some temporary additional resources to deal with clearance of dumped waste and enforcement and permanent additional clerical support to deal with payments processing and additional administration. It is difficult to quantify these with any great certainty at this point until the proposed charges are applied and the effect on the number of service requests, waste disposal behaviour and administration systems is gauged.

**Recommendations**

The Committee is asked to consider the above proposal and to decide if it wishes to proceed with the application of a charge for collection of bulky household items on a pilot basis during 2011/2012.

The Committee is also asked to note that additional resources may be required to deal with the effects of introducing the charge both from an operational and administrative perspective. However the cost of any such resources would be met from within any income gained from the collection charge.

If the Committee decides to apply a charge, it is also asked to provide delegated authority to the Director of Health and Environmental Services to set any future charges for the bulky waste collection service.

**Decision Tracking**

Should Members approve this proposal, the Head of Cleansing Services will have the proposal Equality Screened and will bring a further update report to Committee once the charging has been implemented and operational for a period of 6 months.

**Documents Attached**

None

**Belfast City Council**

<b>Report to:</b>	Health and Environmental Services Committee
<b>Subject:</b>	<b>Northern Ireland Building Control Convention</b>
<b>Date:</b>	8 September 2010
<b>Reporting Officer:</b>	Suzanne Wylie, Director of Health & Environmental Services, Ext 3260
<b>Contact Officer:</b>	Trevor Martin, Head of Building Control, Ext 2450

**Relevant Background Information**

The Northern Ireland Group Chief Building Control Officers' Committee, of which Belfast is a member, arranges an annual convention each year for Elected Members, building control surveyors, architects and other construction professionals. The convention is the highlight of the professions year and is always well attended with last year's convention, organised by the staff in Belfast, attracting over 200 delegates.

This year's convention is to be held in the Slieve Donard Hotel in Newcastle on 12 & 13 October. The theme is "*Global Impacts – Addressing the Risks*" and there is a wide range of speakers from America, New Zealand and Europe speaking on issues such as flood damage, climate change and the cost impacts to buildings in relation to insurance claims. Additionally, the second part of the programme will focus on the codes and standards used in Europe and America and how Building Control can impact on wider problems from a climate and economic perspective. A copy of the programme is attached to this report.

The convention has always achieved a high level of attendance and input from Elected Members and so the programme deliberately steers away from the purely technical issues into areas of greater significance for local authorities.

The convention is particularly special this year as it is to be run in conjunction with the main meeting of the Consortium of European Building Control. This is the first time the meeting has ever been held in Northern Ireland and it brings together the chief government officers responsible for the administration of building regulations in each European Union country. Recently the Consortium has expanded to embrace some of the former Eastern European countries as well as Cyprus and Israel.

**Resource Implications**

**Financial**

The costs of the Convention are:

- Full Conference Rate £265.00 (all events including conference dinner).
- Daily Delegate Rate £80

The Service has already included costs in its current revenue budget.

The Head of Building Control will be attending the conference free of charge because he is one of the speakers.

**Human Resources**

There are no additional resource requirements apart from time off for officers attending convention.

**Recommendation**

It is recommended that the Committee grants permission for the Chair, Deputy Chair, Director and a building control officer (or their nominees) to attend the event and agree to authorise the payment of the conference fees, together with the appropriate travelling expenses.

**Documents Attached**

Appendix – Convention Programme

Appendix – Invitation from Chair of Northern Ireland Building Control Group Committee.

# Annual Building Control Convention 2010

Global Impacts  
– Addressing The Risks

Slieve Donard Hotel,  
Newcastle, Co. Down  
12<sup>th</sup> and 13<sup>th</sup> October 2010





Date	12 <sup>th</sup> October 2010	12.00 – 17.00
	13 <sup>th</sup> October 2010	9.30 – 13.30
Cost	Residential	£265 (inc. Conference Dinner)
	Daily Delegate Rate	£80

**To obtain a Programme or to reserve a place:**

Email [margaret.mcfetridge@ballymena.gov.uk](mailto:margaret.mcfetridge@ballymena.gov.uk)

Tel 028 2563 3480

The Northern Ireland Group Committee for Building Control will be holding its Annual Convention in the Slieve Donard Hotel, Newcastle, Co. Down on the 12<sup>th</sup> and 13<sup>th</sup> October 2010. The Committee are delighted to be running this year's event in association with the Consortium of European Building Control who will be holding their AGM and Autumn meeting immediately preceding the Convention.

The Conference will provide an opportunity to consider the potential effects of climate change on the social and economic aspects of the built environment. It will also give the opportunity for delegates to share knowledge and experiences with speakers from across Europe and further afield.

# INTERNATIONAL CONVENTION 2010

## GLOBAL IMPACTS ADDRESSING THE RISKS

12<sup>th</sup> & 13<sup>th</sup> October 2010

Slieve Donard Hotel, Newcastle

PROGRAMME

BCNI Convention Programme 2010 Version 3.indd 1

13/8/10 20:25:51

### Commentary

The annual Northern Ireland Building Control Convention is being organised this year by the North Eastern Group in association with the Northern Ireland Building Control Group Committee.

The Convention will focus on the Global issues of Climate Change and Economics and how extremes in either of these areas affect the Construction Industry in Northern Ireland. It will endorse the view that we in the North West periphery of Europe are not isolated from Global climatic events, be it catching the tail end of Caribbean hurricanes, flash floods, or feeling the effects of volcanic activity from Iceland or elsewhere. It will also consider the systems of Regulatory Control in the USA, Europe and locally and how shared knowledge and standards may be adapted to meet the challenges ahead.

The Convention is aimed at elected members, local and central government officers, building control officers, architects, developers and environmentalists.

The Convention is delighted to be running in association with the AGM and Autumn Meeting of the 'Consortium of European Building Control' (CEBC). Northern Ireland Building Control are privileged to host the CEBC event in Newcastle and to share the information and experiences of our European neighbours with the building control fraternity and the wider construction industry in Northern Ireland.

We are also delighted to be supported by funding from the European Community INTERREG IVa Fund, as part of the support for the East Border Region. This will ensure that the standard of our Convention will be maintained at an extremely high level.

From our programme you can see that a range of high profile speakers have been assembled to present papers on topical and thought-provoking themes. We hope that you will find the Convention enjoyable, interesting and of social value. It is also our view that the event will strengthen the bonds with our European colleagues and form the basis for a renewed understanding and closer cooperation in the future.



The Organisers invite you to visit the Exhibition in the Conference Hall.  
BCNI would like to thank all exhibitors and supporters who have assisted in organising this event.

**DAY 1****Tuesday 12<sup>th</sup> October 2010**

Chaired by NIGC Chairman

- 11.30 **Registration and Exhibition**
- 12.30 **Lunch**
- 13.25 **Introduction**
- 13.30 **Welcome Address**  
*Cllr Eamonn O'Neill, Chairman of Down District Council*
- 13.40 **Launch of the Convention & Keynote Address**  
*Margaret Ritchie, M.P. (South Down), M.L.A.*
- 14.00 **GLOBAL INFLUENCES**  
**Climate Change Predictions**  
*Alice Owen, Associate Director – Ove Arup*
- 14.25 **ECONOMIC & SOCIAL IMPACT OF CLIMATE CHANGE**  
**Cost Impacts**  
*Cliff Warman, Environmental Practice Leader – Marsh Insurance*
- 14.50 **Tea / Coffee and Exhibition**
- 15.10 **LEARNING FROM EXPERIENCE**  
**Structural Defects**  
**Snow loading on Buildings**  
*Stig Akerman – CEBC Sweden*  
**Dealing with Floods**  
**Almere Experiences**  
*Joop van Leeuwen, CEBC the Netherlands*  
**Storm Damage to Buildings**  
**NHBC Experiences**  
*Mark Jones, General Manager NHBC – CEBC UK*  
**Timber Frame Construction**  
**The New Zealand Experience**  
*Dept of Building & Housing, Wellington NZ*
- 16.30 **QUESTIONS & ANSWERS**  
**Facilitator (Facing the Challenges)**
- 17.15 **Close of Afternoon Proceedings**  
**Visit Exhibition**
- 19.00 **Convention Reception**
- 19.30 **Convention Dinner**

**DAY 2****Wednesday 13<sup>th</sup> October 2010**Chaired by David Smith  
– President of CEBC

- 09.00 **Registration and Exhibition**
- 09.20 **Introduction by Chairman**
- 09.30 **THE AMERICAN CODE SYSTEM**  
**Code Development and Experiences of Extreme Climate in the US**  
*Robert James, Manager Regulatory Services Underwriter Laboratories Inc. USA*
- 10.00 **PLANNING & BUILDING CONTROL – IMPROVING THE CONNECTION**  
*Kevin Dawson – Group Manager Construction & Compliance, Peterborough City Council*
- 10.25 **BUILDING CONTROL NI – PROMOTING CULTURAL & ENVIRONMENTAL CHANGE**  
**An East Border Region INTERREG IVa initiative**  
*Joseph Birt – Specialist Support Officer, South Eastern Group*
- 10.45 **Tea / Coffee and Exhibition**
- 11.15 **EUROPEAN DIRECTIVES & STANDARDS**  
**European Approaches and Development of the Construction Products Regulations**  
*Dr Rainer Mikulits, Director OIB – CEBC Austria*
- 11.40 **PROTECTING PEOPLE & THE ENVIRONMENT IN NI**  
**The Northern Ireland Experience and Exchanging Knowledge with our European Neighbours**  
*John Dumigan, Chief Executive – Down District Council*
- 12.05 **TOTO WE'RE NOT IN KANSAS ANYMORE**  
**"Can you enter the twister and survive"**  
*Trevor Martin – Head of Belfast Building Control*
- 12.30 **Questions & Close of Convention**  
**Chairman and Conference Co-ordinator**
- 13.00 **LUNCH**  
*Convention Co-ordinator – Roy Bennett*

Organised by North Eastern Group Building Control on behalf of the Northern Ireland Group Committee for Building Control



**Belfast City Council**

<b>Report to:</b>	Health and Environmental Services Committee
<b>Subject:</b>	<b>Consultation on Amendments to the Building Regulations (Northern Ireland) 2000 – Phase 1</b>
<b>Date:</b>	8th September, 2010
<b>Reporting Officer:</b>	Trevor Martin, Head of Building Control, Ext. 2450
<b>Contact Officer:</b>	Donal Rogan, Building Control Manager, Ext. 2460

**Relevant Background Information**

Building Regulations set down the standards to be achieved when undertaking building work and are designed for 'securing the health, safety, welfare and convenience of persons in or about buildings'. They are concerned with issues such as structures, fire safety, disabled access, drainage, furthering the conservation of fuel and power etc. The regulations are made by the Department of Finance and Personnel (the Department) under the primary legislation and are reviewed and updated periodically and in line with the powers contained in the accompanying Order.

In March 2009, the Building Regulations (Amendment) Act (Northern Ireland) 2009 received Royal Assent. A significant feature of this act was to allow for increased flexibility within the regulations by introducing a guidance based approach as opposed to the current deemed-to-satisfy provisions.

This current consultation is phase one in a three phase consultation process to completely replace the current Building Regulations (Northern Ireland) 2000 with more up-to-date standards.

Phase one deals with updating technical matters in areas such as site preparation and sound insulation. It will also look at the transfer of issues under fire safety, drainage, glazing, stairs and ramps, etc. from a 'deemed to satisfy' legal position to a more open guidance based system.

Phase two will further update the remainder of the technical provisions such as energy conservation and the associated regulations such as ventilation and also align the remainder of the regulations into the guidance based system.

Finally phase three will be a review of the Prescribed Building Regulations Fees.

## **Key Issues**

The following changes are proposed within the consultation document.

### **Move from 'Deemed to Satisfy' to Guidance Documents.**

Presently with 'deemed to satisfy' documents if the Department wish to adopt solution methodologies into the Building Regulations they must go through the formalities of consultation and the associated process of forming legislation. This is because the 'deemed to satisfy' documents have a specific legal status. By removing that specific legal status and making them guidance notes, the process for amending or including new documents is simpler and quicker. As proposed in the Building Regulations (Amendment) Act 2009, the new format of regulations allows for the transfer from 'deemed-to-satisfy' to a 'guidance' based system. This will allow greater flexibility in changing regulations in order to keep a pace with construction technology and design features.

An example of where this may be utilised is the Waste Management Guide recently developed by the Waste Management Groups including Arc21, which in future could be adopted as best practice guidance.

The Department is proposing to introduce, through this consultation, guidance for:

- Fire safety
- Stairs ramps, guarding and protection from impact
- Drainage and
- Glazing

These guidance booklets will also contain the provisions of the actual building regulations followed by the associated guidance which is designed to make it easier for the industry to understand the intent of the regulation. The Department is also intending to include a 'performance' section to outline the objectives of the regulations as well as verifying and demonstrating compliance.

### **Updating Existing Regulations.**

#### **Preparation of Site and Resistance to Moisture**

Proposals to update the technical requirements deal with:

- extending this regulation to material change of use in buildings,
- amending the regulations for radon in connection with sub soil drainage and technical upgrade of constructional elements, and
- making provisions and guidance for developers to recognise and deal with ground contamination.

The guidance document will also be updated to be aligned with current planning requirements. However whilst agreeing with the guidance document on site investigation, dealing with contamination, the draft response asks the Department to ensure greater interrelation with planning conditions and building regulation compliance.

In the provision of mitigating measures to prevent flooding, the draft response proposes to the Department that this should be a consideration under the building regulations. In doing so the Local Authority can ensure that all the planned measures are constructed.

## **Sound Insulation**

Current standards of sound insulation in dwellings can be traced back to the 1950's. This consultation proposes a technical uplift in the requirements as well as the transfer to the guidance base. This most welcome amendment proposes increased standards of insulation which are designed to reflect the modern lifestyle with increased dependence of domestic appliances as well as the propensity for home entertainment systems in the modern home.

It will introduce the ability for authorities to ask for pre-completion testing as a method of ensuring compliance. As such test methods are expensive the proposals allow for "robust details" to be used as an alternative to testing. Robust details are pre-tested design solutions that achieve a result substantially better than the requirements. Experience elsewhere in the UK would show that most designers/builders will use the "robust details" as a solution to achieve compliance.

The Department, in its regulatory impact assessment, estimates that the per-dwelling cost of the 'Sound insulation of dwellings' technical upgrade will range from £180 in a detached premises, £273 for a semi detached house, through to £1,871 for a flat/maisonette. A full impact assessment is available on the Department website which can be circulated, should the Members wish to have a copy.

Significantly the proposals also include extending the regulations beyond dwellings to include Schools and Colleges which we welcome.

## **General Comment**

In general the Building Control Service welcomes not only the proposed change to a 'guidance' based approach, but also the proposed technical upgrades. This is particularly true in relation to Sound Insulation in dwellings as this is an area of construction where the Service receives the greatest number of enquiries especially from residents who reside in apartments.

A copy of the consultation document and a draft response are appended to this report.

## **Resource Implications**

### **Financial**

There will be no financial implications associated with the proposals with the consultation under phase one.

### **Human Resources**

The changes will involve additional training on the new requirements for our staff. It is anticipated that this will be absorbed within current training budgets and that economies of scale will be gleaned by working across the local authority Building Control sector in Northern Ireland.

### **Asset and Other Implications**

There is no asset or other implications with the proposed changes.

## **Recommendation**

The Committee is recommended to adopt, subject to ratification by the Council, the attached response on the proposed new regulations and to make representations to the Department as outlined.

**Documents Attached**

For your information, the following supporting documents are appended to this report:-

- Letter to consultees
- Building Regulations consultation document.
- Draft response.

**FROM THE HEAD OF DIVISION**  
**Philip Irwin**



Department of  
**Finance and  
Personnel**

[www.dfpni.gov.uk](http://www.dfpni.gov.uk)

Properties Division  
Causeway Exchange  
1-7 Bedford Street  
Belfast  
BT2 7EG  
Tel. No. 028 9051 2623  
Fax: 028 9082 3282  
E-mail: [Philip.Irwin@dfpni.gov.uk](mailto:Philip.Irwin@dfpni.gov.uk)

Date: 9 July 2010

**Dear Consultee,**

**CONSULTATION ON PROPOSALS FOR THE BUILDING REGULATIONS  
(NORTHERN IRELAND) 2011: PHASE ONE**

I am writing to invite you to respond to the Department's proposals (Phase 1) for replacing the Building Regulations (Northern Ireland) 2000 with a new set of Building Regulations (to be called The Building Regulations (Northern Ireland) 2011), together with proposals for changing the format and purpose of the accompanying Technical Booklets.

Building Regulations apply to most building work and are made principally to ensure the health, safety, welfare and convenience of people in and around building, the conservation of fuel and power, the protection and enhancement of the environment and the promotion of sustainable development.

In March 2009 the Building Regulations (Amendment) Act 2009 received Royal Assent. This Act, amongst other things, allowed for the move from deemed-to-satisfy Regulations to the more flexible guidance-based system. Such a system already operates elsewhere in the UK and in Ireland. As a result of this move, the existing Technical Booklets that give deemed-to-satisfy solutions require replacing with guidance-based documents.

This consultation represents the first phase of three planned phases of consultation to introduce a complete new set of regulations. Phase 2 & 3 consultations will take place later in 2010.

Phase 1 consists of:

- Technical uplifts and new guidance-based Technical Booklets for Part C (Preparation of site and resistance to moisture) and Part G (Sound insulation of dwellings), and
- the introduction of new guidance-based Technical Booklets for Parts E (Fire safety), H (Stairs, ramps, guarding and protection from impact), N (Drainage) and V (Glazing) with no or little regulatory change.

Phase 2 will consist of:

- Technical uplifts and new guidance-based Technical Booklets for Parts F (Conservation of fuel and power), K (Ventilation) and L (Combustion appliances and fuel storage systems),
- the introduction of new guidance-based Technical Booklets for Part D (Structure) Part P, (Sanitary appliances and unvented hot water storage systems) and Part R (Access to and use of buildings) with no or little regulatory change, and
- amendments to Part A (Interpretation and general) including consequential changes required as a result of proposed amendments to technical Parts.

Phase 3 will be a review of the Prescribed Fees Regulations.

As well as this letter the full package of consultation documents, accessed using the web address below, contains the following –

- Consultation paper;
- Consultation response form;
- Draft Regulatory Impact Assessment; and
- Draft Technical Booklets for Parts C, G, E, H, N and V.

The draft Regulatory Impact Assessment outlines the main issues and gives an assessment of the benefits of these proposed amendments and an estimate of the principal costs of the proposals.

### **Responding to this consultation**

Should you wish to take part in this consultation the package of consultation documents can be accessed online on the Building Standards Branch website: -

[www.buildingregulationsni.gov.uk](http://www.buildingregulationsni.gov.uk)

A hard copy of the documents or a copy in an alternative format may be obtained by telephoning 028 9051 2704 or by emailing [karen.mckernon@dfpni.gov.uk](mailto:karen.mckernon@dfpni.gov.uk).

I look forward to receiving your comments and views concerning the proposals contained in this consultation package. In order to assist our analysis of responses you are asked to use the Response Form included on the web site and to submit your reply electronically.

Responses should preferably be returned electronically to [karen.mckernon@dfpni.gov.uk](mailto:karen.mckernon@dfpni.gov.uk) or alternatively posted or faxed to: -

Consultation Co-ordinator  
Department of Finance and Personnel  
Building Standards Branch  
Level 5  
Causeway Exchange  
1-7 Bedford Street  
Belfast  
BT2 7EG  
Fax: 028 9082 3282

The Department will consider all responses to this consultation received on or before the closing date, which is **4:00 pm on 29th October 2010**. *(It is important to note that submissions made after this date cannot be considered).*

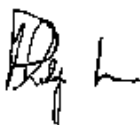
### **Code of practice on consultations**

In light of the requirements of the Code of Practice on Access to Government and the Freedom of Information Act, responses may be made available to the public on request. We may also wish to make responses to this consultation available to the Northern Ireland Assembly and for public inspection either at the Building Standards Branch Office or website.

You have the option of indicating that you wish your response to remain confidential and the Department will generally respect that request. Should it be decided that the public interest must override that request, the Department will contact you before disclosure and if appropriate, provide an opportunity for your response to be withdrawn.

If you have any comments about the consultation process itself (rather than the content of the document) these should be directed to the consultation co-ordinator at the postal or e-mail address or fax number given above.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Philip Irwin', with a stylized 'P' and 'I'.

Philip Irwin

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Department of  
**Finance and  
Personnel**  
[www.dfpni.gov.uk](http://www.dfpni.gov.uk)



Department of  
**Finance and  
Personnel**  
[www.dfpni.gov.uk](http://www.dfpni.gov.uk)

# **Building Regulations (Northern Ireland) 2011**

## **Phase 1 Consultation Proposals**

### **Consultation Document**

**(closing date for the receipt of responses is 4:00 pm on 29<sup>th</sup> October 2010)**

**July 2010**

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## 1 BACKGROUND

- 1.1 Building Regulations apply to most building work and are made generally to ensure the health, safety, welfare and convenience of people in and around buildings, to further the conservation of fuel and power, protect and enhance the environment and to promote sustainable development. The current building regulations are The Building Regulations (Northern Ireland) 2000 (as amended) (the Building Regulations), and were made using powers provided in the Building Regulations (NI) Order 1979 (as amended).
- 1.2 Building Regulations express technical requirements mainly in functional wording (i.e. they identify a reasonable standard that should be attained). In the present deemed-to-satisfy system the regulations refer to provisions (which may be in the form of British or European Standards, Technical Booklets or other publications), which, if followed, satisfy the regulatory requirements (i.e automatically accepted by Building Control). It is recognised that the provisions contained in Technical Booklets are generic and cover a limited range of circumstances and forms of construction. Situations may arise where it is not only appropriate but also necessary to demonstrate compliance with the building regulations with a form of construction outside those set out in the Technical Booklets.
- 1.3 The Department considered that there was benefit in moving towards a system of guidance publications for a number of reasons including:
- permitting a more rapid reaction to new guidance, standards or Directives coming from the Northern Ireland Legislative Assembly, Westminster, or Europe;
  - facilitating and encouraging more creativity and flexibility in design in the use of materials;
  - facilitating the Department in achieving its policy of closer technical harmonisation with other GB legislative authorities as appropriate; and
  - relaxing some of the more onerous legislative requirements associated with providing deemed-to-satisfy provisions.
- 1.4 In March 2009 the Building Regulations (Amendment) Act 2009 received Royal Assent. This Act, amongst other things, allows for the move from deemed-to-satisfy Regulations to a more flexible guidance-based system. Such a system already operates elsewhere in the UK and in Ireland. As a result of this move, the existing Technical Booklets that give deemed-to-satisfy solutions require to be replaced with guidance-based documents.
- 1.5 Work has now commenced on the development of a new set of Building Regulations to consolidate the 2000 Regulations, subsequent amendments and to include technical uplifts to a number of Parts. New provisions brought about by the 2009 Act will be included, including the replacement of the existing Technical Booklets with a new suite of guidance-based documents.

1.6 This consultation represents the first phase of three planned phases of consultation to introduce a complete new set of regulations in 2011.

The three phases are as follows

- Phase 1 Revised format of the Technical Booklets;  
The introduction of new guidance-based Technical Booklets for: -
- Part E: Fire safety;
  - Part H: Stairs, ramps, guarding and protection from impact;
  - Part N: Drainage; and
  - Part V: Glazing;
- with little or no regulatory change.
- Regulatory/technical uplifts and new guidance-based Technical Booklets for: -
- Part C: Preparation of site and resistance to moisture; and
  - Part G: Sound insulation of dwellings.
- Phase 2 Revision of Part A: Interpretation and general;  
The introduction of new guidance-based Technical Booklets for: -
- Part B: Materials and workmanship;
  - Part D: Structure;
  - Part P: Sanitary appliances and unvented hot water storage systems; and
  - Part R: Access to and use of buildings;
- with little or no regulatory change.
- Regulatory/technical uplifts and new guidance-based Technical Booklets for: -
- Part F Conservation of fuel and power; and
  - Part K Ventilation; and
  - Part L: Combustion appliances and fuel storage systems.
- Phase 3 Replacement of the (current) Building (Prescribed Fees) Regulations (NI) 1997.

1.7 Each phase will be subject to a separate public consultation exercise, with consultation on phases 2 & 3 expected to commence in November 2010.

## 2. INTRODUCTION TO CONSULTATION PROPOSALS

- 2.1 The purpose of this consultation is to obtain comments and views of the public and all interested parties on proposed changes to Parts C: Preparation of site and resistance to moisture) and G: Sound insulation of dwellings - which will be retitled "Site preparation and resistance to contaminants and moisture", and "Resistance to the passage of sound" respectively and on the provisions and guidance in the associated Technical Booklets. Comments and views are also sought on the format and style of the new Technical Booklets for Parts C, G, E (Fire safety), H (Stairs, ramps, guarding and protection from impact), N (Drainage) and V (Glazing).
- 2.2 This consultation has been issued by the Department of Finance and Personnel, which has responsibility for maintaining the Building Regulations for Northern Ireland. This document, together with the other consultation documents, is available online at [www.buildingregulationsni.gov.uk](http://www.buildingregulationsni.gov.uk) The consultation documents are: -
- Dear Consultee letter
  - Consultation Document
  - Response Form for Consultees
  - Regulatory Impact Assessment (Draft for Consultation)
  - Technical Booklet C (draft): Preparation of site and resistance to moisture
  - Technical Booklet G (draft): Resistance to the passage of sound
  - Technical Booklet E (draft): Fire safety
  - Technical Booklet H (draft): Stairs, ramps, guarding and protection from impact
  - Technical Booklet N (draft): Drainage
  - Technical Booklet V (draft): Glazing

### Responding to this consultation

- 2.3 We look forward to receiving your comments and views concerning any of the proposals contained in this consultation. In order to assist our analysis of responses please use the Response Form included on the website and submit your reply electronically to [karen.mckernon@dfpni.gov.uk](mailto:karen.mckernon@dfpni.gov.uk)

Alternatively your response may be posted or faxed to: -

Karen McKernon  
Consultation Co-ordinator  
Department of Finance and Personnel  
Building Standards Branch  
Level 5  
Causeway Exchange  
1-7 Bedford Street  
BELFAST BT2 7EG  
Fax: (028) 90823282

- 2.4 The Department will consider all the responses to this consultation received on or before the closing date, which is 4.00 pm on 29th October 2010.

***Submissions made after this date cannot be considered.***

**Code of practice on consultations**

- 2.5 In light of the requirements of the Code of Practice on Access to Government and the Freedom of Information Act, responses may be made available to the public on request. We may also wish to make responses to this consultation available to the Northern Ireland Assembly and for public inspection either at the Building Standards Branch office or website.

You have the option of indicating that you wish your response to remain confidential and the Department will generally respect that request. Should it be decided that the public interest must override that request, the Department will contact you before disclosure and if appropriate, provide you with an opportunity for your response to be withdrawn.

### 3. Format of new Technical Booklets

- 3.1 The format proposed for the new documents will be generic to all guidance based Technical Booklets, whether included as part of this public consultation or as part of the future Phase 2 consultation.
- 3.2 The make-up of a new guidance based document will generally be as follows:
- (a) Contents
  - (b) Introduction, which will: -
    - explain the purpose of the guidance booklet;
    - explain the regulations supported;
    - give information in relation to product standards; and
    - give information in relation to materials and workmanship.
  - (c) The Regulations specific to the Part
  - (d) Performance and introduction to guidance
  - (e) Technical sections
  - (f) Appendix
- 3.3 In relation to the format of the new guidance based documents, the Department welcomes views and opinions on questions contained in the Response Form for Consultees.

#### **Title**

- 3.4 A number of options for the title of the new guidance based documents were explored, including use of the word 'approved' and 'guidance' in the titles. In each case it was felt that such a change might cause confusion with publications in the other jurisdictions already using some of this terminology. As 'Technical Booklet' has been the accepted term for the Northern Ireland Building Regulations supporting documentation for many years the Department has concluded that it should retain the title of 'Technical Booklet' for the new guidance based documents.

#### **Repeating the Regulations for the specific Part**

- 3.5 The Department proposes to include the relevant Part of the regulations within the Technical Booklet as this will assist in making the connection between the Technical Booklet and that Part of the regulations which it is supporting. The Department also proposes to draw the user's attention to the application of the particular Part by Part A: Interpretation and general, of the principal Regulations.

#### **Inclusion of performance criteria**

- 3.6 Part of the Department's philosophy that supported the move to a guidance based system was to facilitate and encourage more creativity and flexibility in design and in the use of materials. To that end, there may be occasions when a practitioner decides not to follow the solution provided in the guidance

or where the proposed work is atypical and generic solutions are not appropriate. To assist in this scenario, the Department is proposing to include a “performance’ section in the Technical Booklets explaining the regulations and their objectives and providing the criteria for both demonstrating and verifying compliance.

**New guidance booklets supporting Part E, Part H, Part N and Part V**

- 3.7 The substantive requirements for Part E, Part H, Part N and Part V will remain unchanged.
- 3.8 The Department is proposing that the technical contents of the new guidance booklets supporting Part E, Part H, Part N and Part V will move to guidance on a broadly level basis without any technical uplift from those methods and standards set in the current deemed-to-satisfy publications.
- 3.9 However, the Department is taking the opportunity, to ensure that all referenced standards e.g. British Standards, where appropriate and where they continue to address the relevant requirements, reflect the latest version issued by that standards body. This includes recognition of European Standards where failure to do so would be seen as a potential barrier to trade within the European Union.
- 3.10 All deemed-to-satisfy provisions and publications supporting the above Parts will, when the Building Regulations (Northern Ireland) 2011 come into operation, along with the guidance based system, no longer be referred to in Schedules and Tables within regulation. However, the methods and standards that currently are deemed-to-satisfy particular requirements will be referenced in the new Technical Booklets. Where it is appropriate, for example, as a solution to possibly satisfying a requirement or to indicate an alternative approach to the guidance given, references will also be made to standards or to other publications in the new guidance documents.

#### **4. Proposals for Part C (Site preparation and resistance to contaminants and moisture) and new Technical Booklet C**

4.1 The deemed-to-satisfy publication Technical Booklet C was published in 1994 and has not been amended since. It is proposed to amend Part C to bring it broadly into line with the standards currently applicable in England and Wales. The main changes are –

- to re-name Part C as “Site preparation and resistance to contaminants and moisture” to more accurately reflect its content;
- to refer to the revised radon Affected Areas designated by the Northern Ireland Environment Agency in their publication “Radon in Dwellings in Northern Ireland: 2009 Review and Atlas”;
- to extend the requirement which limit the ingress of radon to all alterations and extensions to dwellings (including conservatories and porches) irrespective of size and to dwellings created as a result of a material change of use; and
- to apply the requirement to avoid any harmful effect caused by contaminants to all material change of use cases.

The Department also proposes to publish a new Technical Booklet C, that supports Part C, in guidance format.

## **5. Proposals for Part G (Resistance to the passage of sound) and new Technical Booklet G**

5.1 The deemed-to-satisfy publication Technical Booklet G was published in 1990. A further deemed-to-satisfy publication dealing with the sound insulation of conversions to dwellings followed in 1994. It is proposed to amend Part G to bring it broadly into line with the standards currently applicable in England and Wales. The main changes are –

- to re-name Part G as “Resistance to the passage of sound” to reflect its wider application;
- to set more onerous sound insulation standards, including a component to deal specifically with low frequency noise;
- to apply the requirements to dwellings and rooms for residential purposes in hostel type accommodation;
- to control reverberation around the common parts of buildings containing flats or rooms for residential purposes;
- to set a requirement for the acoustic design of schools and colleges;
- to require sound insulation testing prior to completion; and
- to recognise proven “robust detail” solutions as an alternative to pre-completion testing.

The Department also proposes to publish a new Technical Booklet G, that supports Part G, in guidance format.

# **Building Regulations (Northern Ireland) 2011**

## **Phase 1 Consultation Proposals**

### **Response Form for Consultees**

**(closing date for the receipt of responses is 4:00 pm on 29<sup>th</sup> October 2010)**

**July 2010**

## **Building Regulations (Northern Ireland) 2011**

### **Phase 1 Consultation Proposals**

#### **RESPONSE FORM FOR CONSULTEES**

The Department will consider all responses to this consultation received on or before the closing date for receipt of responses which is **Friday 29 October 2010 @ 4:00 pm**.

***Submissions made after this date will not be considered.***

We would be grateful if you would use e-mail to return the completed Response Form to:

[karen.McKernon@dfpni.gov.uk](mailto:karen.McKernon@dfpni.gov.uk)

**However it may be printed and posted, or faxed to –**

Karen McKernon  
Consultation Co-ordinator  
Department of Finance and Personnel  
Building Standards Branch  
Level 5, Causeway Exchange  
1-7 Bedford Street  
Belfast BT2 7EG

Fax: (028) 9082 3282

## **COMPLETION OF THE RESPONSE FORM**

Please refer to the package of Consultation Documents which fully outline the proposed new requirements and amendments, and to the Regulatory Impact Assessment which accompany this Response Form.

These documents are available at – [www.buildingregulationsni.gov.uk](http://www.buildingregulationsni.gov.uk)

Consultees are encouraged to respond on any aspects of the proposals. However, the Department would welcome answers to and comments on the questions on this Form.

For ease of use, questions relating to each aspect of the consultation are referenced by a letter relating to that aspect e.g. F – Format; D – Drainage; E – Fire safety etc,

Click on the box (or insert an “x”) beside “Yes”, “No”, or “No view” as appropriate. It is not essential to give an answer to every question. The last question is completely open to enable consultees to make suggestions or observations that do not fit into the preceding questions.

Please make any comments you might have in the box provided. If you disagree with any of the proposals the Department would be interested to know why you disagree.

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<b>Respondent Details</b>	<b>Pages</b>	<b>5</b>
<b>Format of Technical Booklets</b>		<b>6 - 8</b>
<b>Parts with no technical amendment (Guidance based Technical Booklets only)</b>		
<b>Part E: Fire safety</b>		<b>9 &amp; 10</b>
<b>Part H: Stairs, ramps, guarding and protection from impact</b>		<b>11 &amp; 12</b>
<b>Part N: Drainage</b>		<b>13 &amp; 14</b>
<b>Part V: Glazing</b>		<b>15 &amp; 16</b>
<b>Parts with technical amendment</b>		
<b>Part C: Preparation of site and resistance to moisture</b>		<b>17 - 23</b>
<b>Part G: Sound Insulation of dwellings</b>		<b>24 – 32</b>

## RESPONDENT DETAILS

In order for your response to be considered valid, you must provide the following information:

<b>Name</b>	Belfast City Council
<b>Organisation (if any)</b>	Belfast City Council
<b>Address</b>	City Hall Belfast BT1 5GS
<b>Telephone</b>	028 90320202
<b>Email</b>	martint@belfastcity.gov.uk

Are you responding as an individual?   
 Or are you representing the views of an organisation?

Responses to this consultation may be made available to the Northern Ireland Assembly, or for public inspection, either at the Building Standards Branch office or website.

You have the option of indicating that you wish your response to remain confidential and the Department will generally respect that request. Should it be decided that the public interest must override that request the Department will contact you before disclosure and, if appropriate, provide an opportunity for your response to be withdrawn.

Is your response confidential? Yes  No

## **Format of Technical Booklets**

## FORMAT: QUESTIONS

Although moving from regulations supported by deemed-to-satisfy provisions contained in Technical Booklets to the provision of guidance in support of these regulations, the Department proposes to maintain the title “Technical Booklet” for the new supporting documents, but clarifying that these document now contain guidance.

**F1** *Do you agree that the title “Technical Booklet” be retained for the new guidance based documents?*

Yes

No

No view

Comments (if any):

It is thought that repeating the requirements of the relevant Part of the regulations within the guidance will help make the connection between the guidance booklet and that Part of the regulations the booklet is supporting. The Department therefore proposes to include a section repeating the Regulations for the specific Part in the new guidance based documents.

**F2.** *Do you agree that a section repeating the regulations for the specific part be included in the Technical Booklet?*

Yes

No

No view

Comments (if any):

The move to a guidance based system should facilitate and encourage more creativity and flexibility in design and the use of materials. There may be occasions when a practitioner decides not to follow the solution provided in the Technical Booklet or the proposed work is atypical and generic solutions are not appropriate. The Department proposes to include a 'performance' section in each Technical Booklet to further explain the regulations and their objectives that will provide the criteria for both demonstrating and verifying compliance with the regulations.

**F3. Do you agree with the inclusion of performance criteria in the new Technical Booklets?**

Yes

No

No view

Comments (if any):

**Part E**  
**Fire safety**

## PART E: QUESTIONS

It is not proposed to amend the Part E Fire safety regulations, nor is it proposed to amend any of the technical provisions in Technical Booklet E that support the existing regulations. In a new guidance based Technical Booklet, the Department proposes to include a 'performance' section to further explain the regulations and their objectives which should facilitate and encourage more creativity and flexibility in design and which will provide the criteria for both demonstrating and verifying compliance with the regulations.

- E1. Do you agree that the guidance given in the proposed Technical Booklet E is complimentary to and broadly level on a technical basis, with the provisions of Technical Booklet E: 2005 (as amended)?**

Yes

No

No view

Comments (if any):

- E2 Do you agree that the guidance given in the proposed Technical Booklet E adequately explains, where appropriate, the rationale behind the provisions?**

Yes

No

No view

Comments (if any):

## **Part H**

### **Stairs, ramps, guarding and protection from impact**

## PART H: QUESTIONS

It is not proposed to amend the Part H Stairs, ramps, guarding and protection from impact regulations, nor is it proposed to amend any of the technical provisions in Technical Booklet H that support the existing regulations. In a new guidance based Technical Booklet, the Department proposes to include a 'performance' section to further explain the regulations and their objectives which should facilitate and encourage more creativity and flexibility in design and which will provide the criteria for both demonstrating and verifying compliance with the regulations.

**H1. Do you agree that the guidance given in the proposed Technical Booklet H is complimentary to and broadly level on a technical basis, with the provisions of Technical Booklet H: 2006?**

Yes

No

No view

Comments (if any):

**H2 Do you agree that the guidance given in the proposed Technical Booklet H adequately explains, where appropriate, the rationale behind the provisions?**

Yes

No

No view

Comments (if any):

**Part N**  
**Drainage**

## PART N: QUESTIONS

It is not proposed to amend the Part N Drainage regulations, nor is it proposed to amend any of the technical provisions in Technical Booklet N that support the existing regulations. In a new guidance based Technical Booklet, the Department proposes to include a 'performance' section to further explain the regulations and their objectives which should facilitate and encourage more creativity and flexibility in design and which will provide the criteria for both demonstrating and verifying compliance with the regulations.

**N1. Do you agree that the guidance given in the proposed Technical Booklet N is complimentary to and broadly level on a technical basis, with the provisions of Technical Booklet N: 1990?**

Yes

No

No view

Comments (if any):

**N2 Do you agree that the guidance given in the proposed Technical Booklet N adequately explains, where appropriate, the rationale behind the provisions?**

Yes

No

No view

Comments (if any):

**Part V**  
**Glazing**

## PART V: QUESTIONS

It is not proposed to amend the Part V Glazing regulations, nor is it proposed to amend any of the technical provisions in Technical Booklet V that support the existing regulations. In a new guidance based Technical Booklet, the Department proposes to include a 'performance' section to further explain the regulations and their objectives which should facilitate and encourage more creativity and flexibility in design and which will provide the criteria for both demonstrating and verifying compliance with the regulations.

- V1. Do you agree that the guidance given in the proposed Technical Booklet V is complimentary to and broadly level on a technical basis, with the provisions of Technical Booklet V: 2006?**

Yes

No

No view

Comments (if any):

- V2. Do you agree that the guidance given in the proposed Technical Booklet V adequately explains, where appropriate, the rationale behind the provisions?**

Yes

No

No view

Comments (if any):

## **Part C**

**Preparation of site and resistance to moisture**

**and**

**Technical Booklet C**

## PART C: QUESTIONS

In order to protect occupants of buildings from the harmful effects of contaminants, the Department proposes to amend the Table to Regulation A9, so that in all material change of use cases, the requirements relating to resistance to contaminants (Regulation C2(1)(b)) shall apply.

**C1. Do you agree that regulation C2(1)(b) should apply in all material change of use cases?**

Yes

No

No view

Comments (if any):

Although primarily a planning matter, guidance on the preparation of contaminated sites was provided in Appendix 1 in the 1994 edition of Technical Booklet C. This guidance was not part of the deemed-to-satisfy provision but was included for information purposes. The guidance has been updated, and brought into a new Section 3. This is considered sufficient advice to allow a builder to recognise contamination and identify a need for an appropriate site assessment.

**C2. Do you agree that the proposed guidance on contaminants is appropriate?**

Yes

No

No view

Comments (if any):

Now that guidance (rather than a deemed-to-satisfy solution) can be given in the Technical Booklet it is possible for the Department to provide guidance for the first time on site investigation and clearance or treatment of unsuitable material.

**C3. Do you agree that the proposed guidance in Section 2 on site investigation and clearance or treatment of unsuitable material is appropriate?**

Yes  No  No view

Comments (if any):

<p>Section 2</p> <p>We recommend that the local authority is in a position to request or obtain a Site Investigation report from the developer where we deem it essential to secure compliance with the regulatins.</p> <p>We recommend that there is greater interrelation between Building Regulations and Planning conditions especially where those conditions relate to contaminated land.</p>
---

Now that guidance (rather than a deemed-to-satisfy solution) can be given in the Technical Booklet it is possible for the Department to provide guidance for the first time on subsoil drainage.

**C4. Do you agree that the proposed guidance on subsoil drainage is appropriate?**

Yes  No  No view

Comments (if any):

<p>Section 4</p> <p>4.1 - Although this is only guidance we recommend that the local authority have the power to ensure that designs aimed at mitigating flood damage are realised.</p> <p>Local authority building control are well positioned to advise all parties at early design stage on sub soil drainage matters and ensure compliance through planned inspections.</p>
---

Requirements relating to protection against the effects of radon gas in buildings other than dwellings are contained in Health and Safety at Work regulations. Building Regulations therefore provide measures to limit the ingress of radon into dwellings.

In the current regulations, the limitation within Regulation C1(1) means that Regulation C2(2) (ingress of radon) does not apply to an alteration to a dwelling or to an extension to a dwelling which is under 30 m<sup>2</sup>. The Department proposes to remove this limitation; this will mean that all extensions to dwellings including porches and conservatories in radon Affected Areas will require protection from radon. (Schedule 1 (Class 7 Extensions) will require amendment).

**C5. Do you agree with the proposal to remove this limitation so that reasonable measures shall be taken to prevent or limit the ingress of radon in major alterations to dwellings and all extensions to dwellings, including porches and conservatories?**

Yes

No

No view

Comments (if any):

In order to protect residents of dwellings from the harmful effects of radon, the Department proposes to amend the Table to Regulation A9, so that in all material change of use cases (to a dwelling), the requirements relating to limiting ingress of radon (Regulation C2(2)) shall apply.

**C6. Do you agree that regulation C2(2) should apply in all material change of use cases (to a dwelling)?**

Yes

No

No view

Comments (if any):

It is proposed to reference in Technical Booklet C two new documents that will provide guidance on radon protection measures in extensions, conservatories, major alterations and conversions (material change of use). These documents are –

*GBG 73 Radon protection for new domestic extensions and conservatories with solid concrete ground floors; and*

*BR 267 Major alterations and conversions: a BRE guide to radon remedial measures in existing dwellings.*

**C7. Do you agree that these documents should be referenced to provide further guidance?**

Yes

No

No view

Comments (if any):

The Department proposes to reference, in Technical Booklet C, the revised designated radon Affected Areas included in the Northern Ireland Environment Agency publication “Radon in Dwellings in Northern Ireland: 2009 Review and Atlas”.

**C8. Do you agree that Technical Booklet C should reference the revised radon Affected areas?**

Yes

No

No view

Comments (if any):

With a greater emphasis on the development of brownfield or previously contaminated sites, the Department proposes to amend the title of Part C to include “contaminants” which replace “dangerous and harmful substances”.

**C9. Do you agree with the proposal to amend the title of Part C and to revise regulation C2 to reflect a greater emphasis on protection from contaminants?**

Yes

No

No view

Comments (if any):

The section on floors provides guidance and technical solutions to bring the Technical Booklet up-to-date.

**C10. Do you agree that the proposed guidance and technical solutions on floors is appropriate?**

Yes

No

No view

Comments (if any):

The section on walls provides guidance and technical solutions to bring the Technical Booklet up-to-date.

**C11. Do you agree that the guidance and technical solutions on walls is appropriate?**

Yes

No

No view

Comments (if any):

The section on roofs provides guidance and technical solutions to bring the Technical Booklet up-to-date.

**C12. Do you agree that the guidance and technical solutions on roofs is appropriate?**

Yes

No

No view

Comments (if any):

Please provide any general comments your may wish to make about the proposed amendments to Part C of the Building Regulations and Technical Booklet C in the box below:

**Part G**

**Sound insulation of dwellings**

**and**

**Technical Booklet G Sound**

**Technical Booklet G1 Sound (conversions)**

## PART G: QUESTIONS

### Proposed amendments to Part G of the Building Regulations

Current standards of sound insulation in dwellings can be traced back to surveys carried out in the 1950's. Values derived from the performance of the constructions surveyed became the basis for selecting the constructions in Technical Booklets G (1990) and G1 (1994) "deemed to satisfy" standards.

Living standards have changed considerably since the 1950's. The increased use of home entertainment systems and other domestic appliances has lead to a significant increase in the amount of noise people make at home.

- G1. *Do you consider it appropriate to introduce improved sound insulation standards to take account of people's changed living standards and levels of expectation of noise reduction?***

Yes

No

No view

Comments:

- G2. *Do you consider the proposal to extend the scope of the regulations to include "Rooms for Residential Purposes" reasonable?***

Yes

No

No view

Comments:

**G3. Do you consider the proposal to extend the scope of the regulations to include "Internal Walls and Internal Floors" reasonable?**

Yes

No

No view

Comments:

Will be too onerous for builders.

**G4. Do you consider the proposal to extend the scope of the regulations to include "Reverberation" reasonable?**

Yes

No

No view

Comments:

**G5. Do you consider the proposal to extend the scope of the regulations to include "Schools and Colleges" reasonable.**

Yes

No

No view

Comments:

**G6. Do you consider the performance standards for “Purpose built Dwelling houses and flats adequate?”**

Yes

No

No view

Comments:

**G7. Do you consider the performance standards for “Dwelling houses and flats formed by a material change of use” adequate?”**

Yes

No

No view

Comments:

**G8. Do you consider the performance standards for “Purpose built Rooms for Residential Purposes” adequate?”**

Yes

No

No view

Comments:

**G9. Do you consider the performance standards for “Rooms for Residential Purposes” formed by a material change of use” adequate?**

Yes

No

No view

Comments:

**G10. Do you consider it reasonable to have different performance standards for purpose built dwelling houses and rooms for residential purposes and those formed by a material change of use?**

Yes

No

No view

Comments:

We believe that technology and modern construction techniques should allow the same performance standards to be attained whether new build or material change of use.

**G11. Do you consider the performance standards for internal walls and floors adequate?**

Yes

No

No view

Comments:

**G12. Do you consider the adoption of  $D_{nTw}$  and spectrum adaptation term  $C_{tr}$  is the most suitable for targeting the low frequency sounds encountered in modern Houses and Rooms for Residential Purposes?**

Yes

No

No view

Comments:

**G13. Do you consider Pre-completion testing an acceptable method of ensuring compliance?**

Yes

No

No view

Comments:

Valuable but only for testing the structure without floor coverings.

**G14. Do you consider a "robust details" Scheme an acceptable alternative method of ensuring compliance?**

Yes

No

No view

Comments:

**G15. Do you consider the guidance and examples given in Section 2 on “separating walls and associated flanking constructions for new buildings” adequate?**

Yes

No

No view

Comments:

**G16. Do you consider the guidance and examples given in Section 3 on “separating floors and associated flanking constructions for new buildings” adequate?**

Yes

No

No view

Comments:

**G17. Do you consider the guidance and examples given in Section 4 on “dwelling houses and flats formed by a material change of use” adequate?**

Yes

No

No view

Comments:

**G18. Do you consider the guidance and examples given in Section 5 on “internal walls and floors for new buildings” adequate?**

Yes

No

No view

Comments:

**G19. Do you consider the guidance and examples given in Section 6 on “rooms for residential purposes” adequate?**

Yes

No

No view

Comments:

**G20. Do you consider the guidance and worked examples given in Section 7 on “reverberation in the common internal parts of buildings containing flats or rooms for residential purposes” adequate?**

Yes

No

No view

Comments:

Please provide any general comments your may wish to make about the proposed amendments to Part G of the Building Regulations and Technical Booklet C in the box below:

A large, empty rectangular box with a thin black border, intended for providing general comments on the proposed amendments to Part G of the Building Regulations and Technical Booklet C.



### Belfast City Council

<b>Report to:</b>	Health and Environmental Services Committee
<b>Subject:</b>	<b>New Fire Safety Regulations</b>
<b>Date:</b>	8th September 2010
<b>Reporting Officer:</b>	Trevor Martin, Head of Building Control, Ext. 2450
<b>Contact Officer:</b>	Stephen Hewitt, Building Control Manager, Ext. 2435

#### Relevant Background Information

At your meeting in May 2009, Members were advised of the consultation by the DHSSPS on the draft Fire Safety Regulations (Northern Ireland) 2009 which seek to simplify existing fire safety legislation and reinforce the modern risk-based approach to fire prevention.

In the agreed Council response to the consultation it was emphasised that self regulation, which these Regulations effectively introduce, will not deliver the fire safety compliance that is necessary and may indeed lead to increased problems in non domestic buildings.

To introduce these Regulations the Department will be required to enact Part 3 of the Fire and Rescue Services (NI) Order 2006. This Part refers to the enforcement of fire safety matters and effectively removes Council powers to enforce fire safety terms and conditions under our Entertainment, Cinema and Amusement Permit legislation.

Fire safety would, in future, be regulated through fire risk assessments which the NIFRS would audit and inspect. Council Licensing Officers' ability to ensure the safety of persons on licensed premises would therefore be affected and our statutory duty undermined.

Through the Institute of Licensing, the Licensing Forum and Building Control Northern Ireland, Council Licensing Officers have been in negotiation with the NIFRS and the DHSSPS regarding these changes and as a result the enactment of Part 3 of the 2006 Order has been delayed by the Assembly Health Committee until this matter has been resolved.

#### Key Issues

Following these negotiations the Northern Ireland Fire & Rescue Services Board wrote to NILGA regarding devolving powers under Article 33(5) of the Fire & Rescue Services (NI) Order 2006 in respect of licensed premises to Councils.

The proposal from the NIFRS Board is that Council Licensing Officers be authorised under the 2006 Order and that they would enforce fire safety matters in licensed premises through the 2006 Order. In effect this will permit Licensing Officers to continue with the full range of duties that they currently undertake with regard to licensed premises ensuring, for example, that they are not overcrowded and that escape routes are available in the event of an emergency.

In response to the letter, at the NILGA Executive on 14 May 2010, it was agreed that, in principle, NILGA supported these proposals. However, it was noted that further work would be necessary to ensure an agreed protocol or Memorandum of Understanding is drafted to facilitate effective working with the Board. NILGA have also written to the Chief Executives of all Councils advising them regarding the matter.

A copy of the letter to NILGA and their response is attached for your information. This report was taken to the Licensing Committee on 18th August purely as an informative as their Committee has responsibility for the range of work to be delegated.

### **Resource Implications**

#### **Financial**

These functions are at present being carried out by Council Officers and it is not envisaged that accepting these devolved powers will lead to any additional financial burden.

#### **Human Resources**

There will be some initial training implications for staff if the new powers are devolved but it is expected that these will be catered for within existing budget provision.

#### **Asset and Other Implications**

Should these powers be devolved to Councils there is no expectation that they will lead to any increased level of enforcement action by Councils.

### **Decision**

As this would involve the devolution of powers to staff within the Building Control Service Members are requested to agree, in principle, to support these proposals subject to further work being undertaken to ensure an agreed protocol or Memorandum of Understanding is drafted to facilitate effective working with the Board. Should you agree to this course of action the implications associated with undertaking this work will, once fully explored and identified, be reported to you at a future meeting to enable you to determine whether or not the Council will permit Licensing Officers to be authorised under the 2006 Order to enforce fire safety matters in licensed premises.

### **Documents Attached**

For your information, the following supporting documents are contained in the appendix to this report:-

- Letter to NILGA from NIFRS
- Response from NILGA to NIFRS



**Northern Ireland  
Fire & Rescue Service**



**Headquarters**

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Lisburn BT27 4SX

**T 028 9266 4221**  
**F 028 9267 7402**

enquiries@nifrs.org  
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**Acting Chief Fire Officer**  
Louis B Jones OBE MBA MSc Dip IOD FIFireE

Our Ref: LBJ/AM

29 April 2010

Northern Ireland Local Government Association  
Unit 5B Castlereagh Business Park  
478 Castlereagh Road  
Belfast  
BT5 6BQ

Dear Sirs

**RE: FIRE & RESCUE SERVICES (NI) ORDER 2006 FIRE SAFETY  
REGULATIONS (NI) 2010**

I write to advise you that the Board of Northern Ireland Fire & Rescue Service (NIFRS), in order to assist Council Licensing Officers in the execution of their statutory duties for the Council, has determined to devolve its function in relation to fire in licensed premises, under Article 33(5) of the above Order.

This matter was raised by Council Inspecting Officers during the recent consultation process under Section 75 and Schedule 9 of the Northern Ireland Act 1998. Council Inspecting Officers saw current arrangements posing a potential barrier to the pursuance of their duties.

In order to ensure arrangements are fit for purpose, NIFRS has determined that their functions in relation to Council Licensed Premises, should be devolved [under Article 33(5) of the above Order] to the local Councils. This should alleviate the concerns that have been raised.

Clearly, in terms of consistency of approach and delivery, it is essential for the matter to be satisfactorily progressed and that all Councils are willing to accept the devolvement.

NIFRS will continue with the practice of a full consultation process for new applications or change of conditions as required under the existing consultation procedures.

NIFRS will continue to have statutory obligations in all relevant premises and will, in terms of the above Order, audit such premises to ensure compliance and to determine that matters in relation to the protection of Firefighters are satisfactory.



Commended  
EMERGENCY SERVICES  
Sector Award



**Protecting Our Community**

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29 April 2010

Northern Ireland Local Government Association

The NIFRS Board would request that you raise this matter with members of your Association, and determine their agreement to proceed as indicated. Please advise us of the Council's intentions by 9 June 2010.

If you require further clarification or assistance, Assistant Chief Fire Officer Peter Craig will be available on request to meet and advise you accordingly.

Yours faithfully



**Louis E Jones**  
**Acting Chief Fire Officer**

Louis B. Jones  
Acting Chief Fire Officer  
Northern Ireland Fire & Rescue Service  
Headquarters  
1 Seymour Street  
Lisburn  
BT27 4SX

*cc: All Local Council Chief Executives*

3 June 2010

Dear Mr Jones,

**Re: Fire & Rescue Services (NI) Order 2006 Fire Safety Regulations (NI) 2010**

Thank-you for your letter dated 29 April 2010 advising NILGA that the Board of Northern Ireland Fire & Rescue Service (NIFRS) has determined to devolve its function in relation to fire in licensed premises, under Article 33(5) of the above Order.

In response, NILGA has obtained an officer view on the issues from the Local Government Licensing Forum (please see attached) and this view was supported at the NILGA Executive on 14 May 2010.

It has been agreed that, in principle, NILGA support these proposals, however, it should be noted that further work is necessary to ensure an agreed protocol or Memorandum of Understanding is drafted to ensure effective working with the Board.

Should you have any queries on this, please do not hesitate to contact me at the NILGA offices.

Yours Sincerely,

**Nora Winder**  
Acting Chief Executive

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**Belfast City Council**

<b>Report to:</b>	Health and Environmental Services
<b>Subject:</b>	<b>Consultation Document - Meeting EU Landfill Diversion Targets</b>
<b>Date:</b>	8th September 2010
<b>Reporting Officer:</b>	Tim Walker (Head of Waste Management), Ext 3311
<b>Contact Officer:</b>	Maria McAleer (Policy and Compliance Officer), Ext 3439

**Relevant Background Information**

In June, as one of a number of consultation papers, the Department of Environment (DOE) issued a "*Consultation Paper on Meeting EU Landfill Diversion Targets*" which outlined proposals to change Northern Ireland's approach to meeting the landfill diversion targets, as outlined in the EU Landfill Directive (1999/31/EC) – the LFD.

The Consultation, available on the DOE website at [www.doeni.gov.uk/waste.html](http://www.doeni.gov.uk/waste.html), addresses the changes necessary to enable the UK to report to the EC on a revised approach to the landfill diversion targets. This includes

- Setting out the new interpretation of the definition of the landfill diversion targets
- Revisions to the 1995 baseline and targets
- The reporting and monitoring obligations necessary to enable robust reporting against the LFD targets and
- The future of Northern Ireland Landfill Allowances Scheme (NILAS) in addressing both the council and private sector elements of municipal waste

Members may care to note that, for some time, the definition of municipal waste has differed in the United Kingdom from that provided within the EU Waste Framework Directive. Following discussions between the UK and European officials last year, the Government has agreed to amend the UK definition. This process has occurred within England and Wales and, similarly, this consultation is seeking to bring Northern Ireland in line with the new definition.

The proposed change in the definition of municipal waste would see commercial and industrial waste classified as municipal following the transposition of this legislation. The DOE recognises that such a change may introduce difficulties for councils regarding how waste was reported and monitored and has stated that landfill targets for councils would be amended to ensure harmony with existing targets.

The closing date for responses is 8th October 2010.

**Key Issues**

As Members are aware, the LFD has set challenging targets for Member States to divert the amount of Biodegradable Municipal Waste (BMW) they sent to landfill – the “*landfill diversion targets*”. The Council, working with arc21 and the other constituent councils, has introduced or is in the process of letting a number of contracts to divert waste from landfill.

To inform a suitable response to this consultation paper, arc21 met with the other Waste Management Groups, the NI Local Government Association (NILGA), the Local Government Technical Advisers Group (TAG) and the Local Authorities Recycling Advisory Council (LARAC) to discuss the content. The key points within the attached arc21 response are that:

1. we agree with the DOE that returns on the amount of BMW disposed of should be made by landfill operators
2. with other amendments from the transposition of legislation arising from the EU Waste Framework Directive (WFD), the DOE should carefully consider the role of NILAS in any future reporting regime
3. in terms of additional policy tools, the DOE should make a case for accessing landfill tax monies to support waste diversion projects
4. extended producer responsibility should be introduced and
5. the term “*Council Waste*” or “*Council Collected Waste*” should be introduced to differentiate the waste lifted by councils from that arising from other sources.

In light of the proposals within the consultation paper, the Waste Management Service will work with Cleansing Services to consider the ramifications arising from this change in legislation in advance of its transposition.

**Resource Implications****Financial**

N/A

**Human Resources**

N/A

**Asset and Other Implications**

N/A

**Recommendation**

The Committee is asked to endorse the response prepared by arc21.

**Document Attached**

arc21 Response to Consultation on Meeting EU Landfill Diversion Targets

**Decision Tracking**

Should Members approve this consultation response, the Head of Waste Management will ensure that it is submitted to the DOE.

## Appendix O



### **Consultation on Meeting EU Landfill Diversion Targets**

#### **Introduction**

arc21 is a collaborative legal public sector entity embracing eleven Councils located along the Eastern Region of Northern Ireland which covers 25% of the land base, populated by approximately 57% of the national population and accounts for approximately 54% of the national municipal waste (as currently defined) arisings.

The establishment of arc21 together with its functionality is enshrined in legislation with the original provision being The Local Government (Constituting a Joint Committee a Body Corporate) Order (NI) 2004.

In essence, it is primarily responsible for activities associated with the production, ongoing development and implementation of a Waste Management Plan within the Eastern Region Area.

The eleven constituent Councils of arc21 are Antrim Borough Council, Ards Borough Council, Ballymena Borough Council, Belfast City Council, Castlereagh Borough Council, Carrickfergus Borough Council, Down District Council, Larne Borough Council, Lisburn City Council, Newtownabbey Borough Council and North Down Borough Council.

#### **Background**

The Landfill Directive set challenging targets for Member States to reduce the amount of biodegradable municipal waste sent to landfill – the “landfill diversion targets.” Following discussions with the European Commission, it has been agreed that the UK’s approach to meeting these targets should be changed. The consultation addresses the implications of changing the UK’s approach to meeting these targets in relation to Northern Ireland. It is intended to be the first of two consultations, with specific proposals being presented in the second consultation.

At this stage, the Department are seeking the views of stakeholders on the proposed approach in a number of areas to inform the further development of policy and legislation. This includes setting out the new interpretation of the definition of municipal waste; revisions to the 1995 baseline and targets; and the reporting and monitoring obligations necessary to enable robust reporting against the targets to the European Commission.

It also seeks views on the future of the Northern Ireland Landfill Allowance Scheme (NILAS) in addressing both the District Council and private sector elements of municipal waste and providing the necessary confidence that Northern Ireland meets its targets.

### **Response**

To assist with replies the Department have encouraged responses through answering nine questions covering three aspects. Accordingly and consistent with this format, arc21 would respond as follows:

#### **Reporting and Monitoring Obligations**

*Q1. Which of the possible approaches to reporting on the amount of Biodegradable Municipal Waste (BMW) sent to landfill should the Department develop further? Is it right to favour measuring a landfill target at the point of landfill, provided a robust and credible method can be determined?*

A1. arc21 recognises the rationale and is supportive of the proposal to broaden the definition of municipal waste for the purposes of reporting against the targets set out in the EU landfill Directive. The result means, regardless of the source of the waste, its environmental impacts can be monitored and managed in a consistent manner. However this must enable a robust and credible monitoring methodology to be determined.

arc21 notes that the revised baseline 1995 figures have been modelled and that this has been shared with the European Commission who has confirmed acceptability. Also noted is the consequent change to each of the four administrations targets which in essence have approximately doubled.

The Department outlines three distinct approaches:

- 1) Extending the existing “ mass balance” approach
- 2) Returns made by landfill operators with an assessment of the biodegradable content of mixed EWC codes made by either the Department or the Landfill Operator or by other operators of specified facilities
- 3) Some form of transitional or composite reporting.

Provisionally, the Department have indicated their preference for the second approach with the assessment of the biodegradable content of the mixed EWC codes being undertaken by the Department. arc21 would agree with the Department’s preference in terms of simplicity, expediency and not adding any additional burden on top of existing reporting obligations.

In order to address any potential risk for a wide range of individual interpretations of the identification and classification of the appropriate EWC codes, the Department may wish to consider appropriate and targeted education and awareness activities with particular attention to landfill operators.

arc21 further notes the Department's intention to continue with Wastedataflow as it serves to deliver robust reporting mechanism acting as a valuable and comprehensive data source and management tool for waste managed by Councils.

There is no current robust system that addresses commercial and industrial waste streams and arc21 would encourage the Department to derive and implement a suitably robust system which offers comparable information to record the flows of commercial and industrial waste streams.

arc21 are content that the NIEA continues as the monitoring authority in regard to the introduction of revised arrangements.

*Q2. Are there alternative approaches the Department should be considering?*

A2. No.

#### Policies to divert biodegradable waste from landfill

*Q3. Do you consider that NILAS is an effective policy to assist NI in meeting its share of the UK landfill diversion target in:*

- a) 2013
- b) 2020

*Please provide evidence to support your views if possible. In particular it would be useful to know the role NILAS plays in future planning by District Councils/waste management groups to divert waste from landfill.*

A3. The introduction of NILAS did help to focus minds and did encourage councils to take action to divert waste from landfill. It had galvanised efforts to increase recycling rates, helped councils to develop business cases for procurement, delivered new infrastructure and resulted in a greatly improved means of consistently capturing data through Wastedataflow. It has been successful historically but it has been superseded as a prime driver for councils in diverting waste from landfill.

The wider financial landscape and costs associated with landfill is and will be the key factor in this area. Government's commitment to the continuation of the landfill tax escalator only serves to reinforce this. The impact of NILAS as a driver is likely to be further diminished in the future with the introduction of waste prevention programmes, landfill bans and recycling targets.

arc21 is aware the usefulness of a Local Authority Allowances Schemes is also under scrutiny in other UK administrations. Indeed Scotland has currently suspended its scheme and in England there is a growing consensus that their scheme should not continue after 2013.

The continuation of NILAS has the potential to militate against cohesive working arrangements and put collective efforts at risk. Such working arrangements have delivered significant efficiency gains as evidenced in the arc21 Annual Report for the year ending 31<sup>st</sup> March 2009 which points towards an amount in excess of £4m that year. There is a clear imperative and expectation for public services to deliver efficiency gains and the lessening of an unnecessary burden which serves to protect and enhance current working arrangements which are delivering efficiency gains should be encouraged.

The prognosis for progress against the revised diversion targets under the proposed wider interpretation is optimistic for 2013, albeit with an element of caution. This is based on reasonable assumptions which suggest that if the position in 2009 as outlined in paras 5.5 to 5.10 in the consultation paper remains unchanged until 2013, Northern Ireland is likely to meet the 2013 target. The indications are that between 2009 and 2013, the situation is more likely to improve rather than stand still or deteriorate as waste arisings appear to be reducing and recycling rates are increasing.

However, at this point the situation in respect of meeting the 2020 target is more difficult to predict with the same degree of confidence. As mentioned earlier, there is a number of additional policy drivers likely to be introduced in the future which will enhance any incentive towards landfill diversion and this should be borne in mind.

Councils have well established kerbside collection schemes for dry recyclables with kerbside collection of organics becoming more common. The procurement of residual waste treatment facilities is at a relatively advanced stage in all three Waste Management groups. Councils will continue to make progress with the implementation of their Waste Management Plans with NILAS having become much less of a driver.

Accordingly, we would recommend the Department considers a balanced approach to the future role for NILAS through the introduction of a facility to suspend the scheme whilst retaining the capability of quickly reverting to it with minimum legislative effort. Careful monitoring of the prevailing situation over the forthcoming years should be employed to measure progress against the targets and enable a more meaningful view to be formulated in terms of the prognosis for 2020.

This offers a balanced and prudent approach which:

- Acknowledges the prime incentive for landfill diversion is economic and financial drivers
- Will not unduly affect continuing progress with landfill diversion
- Reinforces collective working arrangements delivering efficiency gains
- Allows greater flexibility for introducing other administrative arrangements i.e. single waste disposal authority
- Retains the capability for the imposition of sanctions and punitive measures

The revised targets are split almost 50/50 between the waste managed by councils and commercial and industrial waste managed by the private sector and therefore it will require equal efforts by both sectors to meet the targets. This equity should also be a feature in any policy measures. The suspension of NILAS would be a step towards a more equitable approach in this regard.

*Q.4. What policy instruments should the Department consider in its assessment of those necessary to meet the landfill diversion targets in 2013 and 2020? Please provide evidence to support your response if possible.*

A4. As previously mentioned, there are a number of policy instruments that the Department are already considering which will help improve landfill diversion performance. In this regard, arc21 has submitted a response to the first consultation on the implementation of the revised Waste Framework Directive and will be submitting a response to the consultation on landfill bans which is running in parallel to this consultation.

arc21 have previously argued that a significant proportion of revenue from landfill tax should be ring-fenced for projects which are able to contribute to landfill diversion with particular emphasis on council projects and would continue to advocate such.

arc21 would also like to see the introduction of measures through producer responsibility obligations for packaging which results in a greater degree of integration with the management of waste collected by councils. arc21 has consistently argued for the establishment of measures that takes advantage of the synergies and reduces the burden on the public purse as a progressive step forward.

*Q.5. Are there other policy options specifically to divert biodegradable municipal waste from landfill that the Department should be considering?*

A5. In principle, arc21 supports measures that could encourage more sustainable treatment of biodegradable wastes, including landfill bans. However, it is important that any such measures do not unduly increase costs to councils without any commensurate environmental gain.

#### Amending the existing legislation

*Q.6. Do you agree with the proposal to create the concept of “Collected Waste” as a means of NILAS continuing in its current form as a policy addressing waste collected by District Councils.*

A6. As indicated earlier, arc21 has suggested that NILAS in its current form should be suspended. However, there is a rationale in differentiating, monitoring and reporting on wastes managed by councils separate to commercial and industrial waste managed by the private sector.

*Q.7. Is “Collected Waste” the best term, or is there a better alternative?*

A7. As indicated earlier there is a rationale to differentiate between wastes managed by councils separate to commercial and industrial waste. However arc21 would suggest that the term “Collected Waste” does not offer sufficient clarity and could still create possible confusion. Accordingly arc21 would suggest that the term “Council Waste” or Council Managed Waste” should be considered.

*Q.8. Do you agree that allocations of landfill allowances to District Councils should be retained as currently allocated for each NILAS scheme year?*

A8. As indicated earlier, arc21 has suggested that NILAS in its current form should be suspended. However, if it is retained or indeed if it is reintroduced following suspension, the current framework of allocations would appear to be appropriate.

*Q.9. Do you think targets for BMW to landfill should be set in non-target years, and if so, on what basis?*

A9. arc21 would not currently support the application of statutory targets in non target years. However, it will be important to monitor and report progress towards the target years and for that purpose the use of indicative targets may be useful.

Again, arc21 would suggest that equity of approach should be applied to wastes managed by councils and to commercial and industrial wastes managed by the private sector.

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arc21  
xx August 2010

DRAFT



### Belfast City Council

<b>Report to:</b>	Health & Environmental Services
<b>Subject:</b>	<b>Consultation Document - Introduction of Restrictions on the Landfilling of Certain Wastes</b>
<b>Date:</b>	8th September, 2010
<b>Reporting Officer:</b>	Tim Walker (Head of Waste Management), Ext 3311
<b>Contact Officer:</b>	Maria McAleer (Policy & Compliance Officer), Ext 3439

#### Relevant Background Information

In June, as one of a number of consultation papers, the Department of Environment (DOE) issued a "*Consultation Paper on the Introduction of Restrictions on the Landfilling of Certain Wastes*" proposing the possible introduction of further restrictions on the landfilling of certain wastes.

This Consultation considers the principle of introducing landfill restrictions, and is available on the DOE website at [www.doeni.gov.uk/waste.html](http://www.doeni.gov.uk/waste.html). It sets out the policy drivers behind the DOE's aims to divert recyclable and biodegradable waste from landfill. This consultation paper also includes evidence from recent research on banning such wastes from landfill. A list of candidate waste types for which the evidence suggests the benefits of diversion from landfill in terms of greenhouse gases and resource efficiency gains could outweigh the costs of diversion are included. Again, as per the other consultation response on meeting EU Landfill Diversion Targets submitted to the Committee this month, this exercise is being conducted to ensure that the Government correctly addresses the requirements of the EU Waste Framework Directive (2008/98/EC) – WFD, and has already concluded in England and Wales.

Responses from this consultation will inform the DOE's decision of whether it is desirable, practical and affordable to introduce restrictions. Should the DOE conclude this to be the case, the specific proposals would be the subject of a second consultation exercise on the preferred options.

The closing date for responses to this exercise is 8th October, 2010.

#### Key Issues

The DOE has identified the following options for introducing new policies to restrict biodegradable and recyclable wastes being sent to landfill:

- A) do nothing
- B) introduce landfill bans i) on their own or ii) accompanied by a requirement to sort
- C) introduce a sorting or tougher pre-treatment requirement (no landfill ban)
- D) introduce producer responsibility linked to recycling targets

The DOE considers Option B (i) as its preferred position as this would send out a clear signal to promote maximum diversion from landfill. The consultation identifies a number of candidate waste types which could be suitable for banning from landfill, as follows:

- Metals
- Glass
- Food
- Wood
- Textiles
- Paper/Card
- Plastics
- Green (garden) waste
- WEEE

The DOE recognises that the manner in which any landfill ban will be regulated will also have to be considered, as will the potential for dealing with any fly-tipping which may arise. It anticipates, however, that such issues will be considered in a subsequent consultation. Research within the consultation paper, which was undertaken by Eunomia, recommends a lead-in period of at least 5 years for the introduction of any restrictions or landfill bans.

As with the earlier consultation paper, in order to inform a suitable response to this paper, arc21 met with the other Waste Management Groups, the NI Local Government Association (NILGA), the Local Government Technical Advisers Group (TAG) and the Local Authorities Recycling Advisory Council (LARAC) to discuss the content. The key points within the attached arc21 response are that:

- arc21 is generally supportive of these proposals
- a longer lead-in period would be appropriate
- as with the earlier consultation paper response, the DOE should take this opportunity to consider accessing landfill tax monies and extending producer responsibility
- the DOE should take this opportunity to review its Waste Strategy (2006-2020)
- the “*Duty of Care*” be reviewed as an appropriate control measure and
- further resources are likely to be needed to address potential increases in flytipping

The Service would concur with the response, and as arc21 points out, would urge the DOE to consider this as only one strand of its efforts to reduce reliance on landfill and improve resource efficiency. arc21 and Service are eager to explore other instruments to divert more waste from landfill, such as how to better engage with households, and lobby the DOE when necessary.

**Resource Implications**

**Financial**

N/A

**Human Resources**

N/A

**Asset and Other Implications**

N/A

**Recommendation**

The Committee is asked to endorse the attached arc21 response.

<b>Key to Abbreviations</b>
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DOE – Department of the Environment WFD – Waste Framework Directive Eunomia – a Bristol-based consultancy which specialises in waste management
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<b>Document Attached</b>
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arc21 Response on the Introduction of Restrictions on Landfilling of Certain Wastes
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<b>Decision Tracking</b>
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Should Members approve this consultation response, the Head of Waste Management will ensure that it is submitted to the DOE.
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## Appendix N



### **Consultation on the Introduction of Restrictions on Landfilling of Certain Wastes**

#### **Introduction**

arc21 is a collaborative legal public sector entity embracing eleven Councils located along the Eastern Region of Northern Ireland which covers 25% of the land base, populated by approximately 57% of the national population and accounts for approximately 54% of the national municipal waste ( as currently defined) arisings.

The establishment of arc21 together with its functionality is enshrined in legislation with the original provision being The Local Government (Constituting a Joint Committee a Body Corporate) Order (NI) 2004.

In essence, it is primarily responsible for activities associated with the production, ongoing development and implementation of a Waste Management Plan within the Eastern Region Area.

The eleven constituent Councils of arc21 are Antrim Borough Council, Ards Borough Council, Ballymena Borough Council, Belfast City Council, Castlereagh Borough Council, Carrickfergus Borough Council, Down District Council, Larne Borough Council, Lisburn City Council, Newtownabbey Borough Council and North Down Borough Council.

#### **Background**

This consultation sets out the policy drivers behind the Department's aim to divert recyclable and biodegradable wastes from landfill and presents the evidence from recent research on banning such wastes from landfill and how this could potentially contribute to furthering this aim. It lists a number of candidate waste types for which the evidence suggests the benefits of diversion from landfill in terms of GHG and resource efficiency gains could outweigh the costs of diversion. It stresses the affordability in public finances terms of introducing restrictions would need to be carefully considered before a decision to proceed with any form of restriction could be taken.

It acknowledges the relative importance of clearly assessing the likely impact of landfill bans for different materials in the context of the full package of instruments in place to deliver their waste objectives, and to identify what additional net benefit a ban would add in combination with or instead of other instruments, including the impact on businesses.

The following options for introducing new policy measures to restrict biodegradable and recyclable wastes from landfill in Northern Ireland are as outlined:

- Do nothing
- Introduce landfill bans either a) on their own or b) accompanied by a requirement to sort
- Introduce a sorting or tougher pre-treatment requirement but without a landfill ban
- Introduce producer responsibility systems linked to recycling targets

The consultation identifies a number of candidate waste types taken forward into a cost benefit analysis stage and these were:

- Metals
- Glass
- Food
- Wood
- Textiles
- Paper/Card
- Plastics
- Green (garden) waste
- WEEE

This is a first stage consultation on the principle of introducing landfill restrictions.

Responses from this consultation will inform the Department's consideration of whether it is desirable, practical and affordable to bring forward restrictions. Should the Department conclude to introduce restrictions the specific proposals would be the subject of a separate second stage consultation on the chosen options including draft Regulations for implementing them and a full regulatory impact assessment.

### **Executive Summary**

arc21 is generally supportive of landfill bans for all the proposed materials with no accompanying requirement to sort. Other complementary policy interventions such as that related to Landfill Tax, Producer Responsibility and Economic Incentives should also be considered in tandem with a landfill ban.

arc21 would again reiterate the need for the Department to conduct a review of the existing Northern Ireland Waste Management Strategy. The timely development of alternative treatment infrastructure will be required to facilitate a well managed transition away from landfill. It is suggested that a suitable lead in time for the introduction of a landfill ban should be between 7 and 10 years. Well documented issues with planning, funding and market development will require to be addressed to facilitate a well managed transition.

arc21 would also recommend the existing regulatory framework, in particular the "Duty of Care" and waste permitting regimes, be used as much as possible in terms of relevant enforcement measures associated with implementation.

Finally it will be important to ensure adequate resource is available to address the potential for an increasing in fly-tipping.

### **Response**

arc21 is generally supportive of landfill bans or restrictions particularly given it represents a clear signal that landfill of wastes which are biodegradable or have intrinsic materials/energy value should be reduced and, as far as is practicable, stopped.

arc21 would contend that landfill bans should not be the only instrument to reduce reliance on landfill and improve resource efficiency. Other measures could be complementary to landfill bans and some of the desired effect could be achieved with due regard to further considerations of these measures including:

- Landfill tax
- Producer Responsibility
- Economic Incentives
- More rigorous implementation of the Landfill Directive pre-treatment requirement
- Enhanced monitoring and reporting especially under the “Duty of Care” regime.

Attempts to simply “push” material out of landfill are unlikely to be effective in the absence of proper measures that will also “pull” resources into the economy. In advance of wastes being banned or discouraged from landfill, there needs to be a clear view, based on careful sustainability analysis of the current position, of what objectives Northern Ireland wishes to achieve. Examples of this should include:

- Application of the waste hierarchy as defined in the revised Waste Framework Directive as far as is practicable
- Minimise climate change impact
- Maximise renewable energy generation
- Optimise recycling and recovery of materials
- Introduction of Strategies that offer best affordability or economic development and “green” jobs

To maximise the value of secondary materials recovered from our wastes, we will also need further stimulation of secondary reprocessing capacity plus further stimulation of industry demand for these materials and energy recovered from the wastes. Available finance is an important constraint in the provision of new waste treatment capacity. Private sector investment in treatment capacity can be encouraged through reduced technology risk and reduced planning risk. The last budget mentioned the creation of a “Green Investment Bank” and further details from Government are awaited. The creation of this Bank, if introduced in a timely manner with suitable operating arrangements, could represent a step forward in de-risking investment in appropriate waste technologies.

In view of the above, currently the policy option presented in the consultation which arc21 would be most supportive of is the introduction of landfill bans on their own and not accompanied by a requirement to sort. However, greater clarity is needed to demonstrate how the Department would use landfill bans or restrictions, in concert with other controls, to tangibly move the management of wastes into an era of resource management. Accordingly

arc21 would again call on the Department to review the existing Northern Ireland Waste Management Strategy which is generally acknowledged as being outdated.

Taking into account the above, arc21 would comment on the specific questions as follows:

*Q1. Given the evidence available, do you think there is a case for a landfill ban on this waste type?*

A1. Based on the carbon savings identified, there would appear to be adequate evidence to show there is scope and justification to prevent the following materials from being landfilled:

- Paper / Card
- Food
- Green (garden)Waste
- Wood
- Textiles

arc21 agree that the carbon savings are likely to be achieved through the introduction of landfill bans supported by other policy interventions. Carbon savings are also likely to accrue from these other interventions in the absence of landfill bans.

In the case of the remaining materials i.e. metals, plastics and glass (WEEE being a combination of all three) there is evidence to support landfill bans on an energy basis.

Accordingly, arc21 are generally supportive of landfill bans in regards to the listed materials.

arc21 acknowledge that the department have declared that any second stage consultation would consider more detailed proposals to evaluate if any such landfill bans could be introduced in practical terms and where the onus would be placed in terms of responsibility, accountability and funding.

*Q2. What would be the practical difficulties and issues in implementing a landfill ban on this waste type?*

A2. The practical difficulties which are likely to arise are primarily that associated with the provision and timing of alternative waste treatment/reprocessing infrastructure. The implementation of the Ozone Depleting Substances Regulations and the resultant fridge mountain is a good example of the effect that the introduction of measures in the absence of suitable arrangements can have.

Issues with planning, funding and market development have all been raised previously by arc21 and are well documented.

The manner in which any landfill ban will be regulated will also have to be considered as will the potential for dealing with any fly-tipping which may arise as a consequence of any landfill bans.

*Q3. What would be your proposed solutions in dealing with such difficulties and issues in implementing a landfill ban on this waste type?*

A3. It is important to consider the issues of planning, funding and market development in a holistic way as they are intrinsically linked. Encouraging innovation through a progressive market development programme with appropriate incentives allied to a planning system that is fit for purpose will help engender the confidence required by all stakeholders to enable the requisite level of progress to be made. These issues are not new and have been well documented previously.

In terms of regulation, as much use of the existing framework should be utilised. Clearly, any landfill permit would have to be suitably modified to reflect any landfill bans. arc21 advocated using the “Duty of Care” regime to address waste hierarchy requirements flowing from the revised Waste Framework Directive and it would also be appropriate to link this into the monitoring and regulation of any landfill bans. This would primarily entail a suitably worded declaration being incorporated into the transfer note.

It will be important to ensure that the regulators have sufficient funding to be proactive in the field of fly-tipping and to carry out enforcement of fly-tipping incidents.

*Q4. If you support a ban on this type of waste what should the lead-in time be for a ban on this waste type, to allow time for the necessary infrastructure to develop?*

A4. Lead-in times for newly developed waste treatment infrastructure can be highly variable particularly given the current vagaries with the planning system.

This is recognised in the two pieces of research associated with this consultation. In the case studies considered in the Green Alliance study, timescales of between 2 and 12 years are quoted. Eunomia suggest that it would be difficult to implement landfill restrictions in less than five years.

arc21 would advocate that the lead in time should be no less than seven years and no more than ten years.

*Q5. If you do not support a ban on this waste type, do you think other measures should be used to divert it from landfill and if so what would they be?*

A5. As indicated above, arc21 believe that landfill ban should support other complementary measures.

arc21 would like to see the introduction of measures through producer responsibility obligations for packaging which results in a greater degree of integration with the management of municipal waste (as in the current UK interpretation). arc21 have consistently argued for the establishment of measures that takes advantage of the synergies and reduces the burden on the public purse as a progressive step forward.

A similar case could be made in the case of batteries and WEEE (with the emphasis on small WEEE) as more stretching targets are on the horizon.

*Q6. There may be other possible approaches to improve resource efficiency and reduce GHG emissions from this waste type (for example encouraging manufacturers and retailers to move away from using materials that are hard to recover or recycle). We would welcome observations and suggestions for each waste type.*

A6. arc21 would welcome any further detailed proposals in any second stage consultation on the rationalisation of the range and type of materials (e.g. reducing the number of available plastic polymers for use in packaging) and the co-fusion of materials (e.g. wood and plastic) that makes it difficult to recycle in post-consumer waste streams.

It might be of particular interest to evaluate the benefits of specifying standards for the manufacturing and recycling of textiles, mattresses and carpets.

*Q7. Are there any other waste types which you think should be subject to a landfill ban?*

A7. arc21 are not aware of any compelling evidence which would support the specific imposition of a landfill ban for any other waste type.

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arc21  
xx August 2010

DRAFT

**Belfast City Council**

<b>Report to:</b>	Health & Environmental Services Committee.
<b>Subject:</b>	Business Improvement through Environmental Solutions (BITES) Programme
<b>Date:</b>	8th September, 2010
<b>Reporting Officer:</b>	Mr Tim Walker, Head of Waste Management, Ext 3311.
<b>Contact Officer:</b>	Mr Martin Doherty, Waste Education Manager, Ext 3270

**Relevant Background Information**

Members may recall that, at its September meeting last year, the Waste Management Service proposed to use the European Week of Waste Reduction (EWWR) to launch the third year of the joint Business Improvement through Environmental Solutions (BITES) initiative which is organised between the Economic Initiative and Waste Management services.

This partnership programme between the Economic Initiative and Waste Management Services, created in 2007, has been developed to assist participating companies to promote business sustainability and improve their competitiveness by helping them introduce environmental management policies, reduce environmental liabilities and enhance compliance with environmental regulations. Economic Initiatives is the lead service and Waste Management offers management support and knowledge as necessary.

The outcome of the first year was that the participant businesses realised cost savings of an average of 1% of their turnover although, in one case, £22,000 of savings were identified by one participating company.

**Key Issues**

The Economic Initiatives and Waste Management Services jointly tendered for support with the delivery of BITES 2009/10, which the environmental consultancy, Mabbett & Associates, won. Twelve local businesses were recruited – a combination of small and larger businesses, none of which were active Invest NI clients. The participating companies have completed the workshop phase of the programme which comprised of a series of workshop-based training supported by site visits to consider issues such as:

- Solid waste management
- Water management
- Energy management
- Purchasing and transport management
- Environmental management systems.

Participating companies also received one-to-one mentoring to help them address particular challenges at their own premises. On completion of the programme, in addition to having conducted an environmental assessment of their company, candidates gain accreditation with IEMA (the Institute of Environmental Management & Assessment). The programme is useful both personally and professionally for candidates as it not only helps them look at ways of improving the environmental performance of their company but also its economic performance by reducing overheads and ensuring legislative compliance. It also provides these participating companies with an edge in public sector tendering where the achievement of environmental standards scores marks on the tender award criteria.

The contract awarded to Mabbetts was for the delivery of the 2009/10 programme, with an option to extend for an additional two phases subject to satisfactory performance. The programme is presently in the final phase of delivery, feedback from the candidates has been extremely positive. They confirm that they have seen benefits in their companies' improved environmental performance and have identified cost savings which they are in the process of realising. The programme's mentoring concluded in August 2010 and final reports on the short- and long-term outcomes for each participating company will be presented at an awards ceremony in the City Hall on 8 September, 2011.

To date, there have been a number of enquiries regarding the next phase of the programme. It is proposed that (a) following an evaluation (b) subject to satisfactory performance and (c) following a review of the charges and the currency of the BITES programme itself, approval will be sought by the Development Department to undertake BITES in 2011 and to extend the current contract. In line with Council procedure, relevant approvals will be sought from Legal Services and the Procurement Unit.

**Resource Implications**

**Financial**

The cost per phase of delivery of the programme is £40,000.

The Waste Management Service contributes £10,000 per phase while participating companies contribute £3,000 approximately. The Economic Initiatives Service contributes in the region of £27,000.

An application to the Department for Enterprise, Trade and Investment's European Programmes branch has been made to receive up to 50% match funding for the BITES programme.

**Human Resources**

The Waste Management Service presents on the waste module, which amounts to approximately one working day.

**Recommendation**

It is recommended that, subject to the conditions above, the Committee grants approval to continue to contribute to BITES for 12 businesses for a further 12 months, subject to maximising resources from other sources.

**Decision Tracking**

If the recommendation is accepted, the Head of Waste Management will work with Economic Initiatives to deliver BITES.

**Belfast City Council**

<b>Report to:</b>	Health and Environmental Services Committee
<b>Subject:</b>	<b>Proposed Recycling Centre at Springvale</b>
<b>Date:</b>	8th September, 2010
<b>Reporting Officer:</b>	Tim Walker, Head of Waste Management, Ext 3311
<b>Contact Officer:</b>	Tim Walker, Head of Waste Management, Ext 3311

**Relevant Background Information**

Prior to 1995, the Council had 13 civic amenity sites which were used primarily as mustering stations for the street cleaning and refuse collection squads. Each of these sites had several open-top skips where the public could deposit household waste free of charge for disposal.

The EU Landfill (LFD) and Waste Framework Directives (WFD) have set targets for the Council in terms of diverting biodegradable waste from landfill and increasing the recycling rate for the city. As a result, since 2005 new kerbside collection services for recyclable materials have been introduced to all householders in Belfast and this continues in the inner city with consideration of kitchen waste. A programme to refurbish and expand the civic amenity (CA) sites, or acquire new sites, was undertaken concurrently to develop modern household recycling centres with a much stronger emphasis on waste diversion and recycling. These new centres largely replaced the older smaller CA sites, located in residential areas which were subsequently closed.

To date, four recycling centres have been developed at Palmerston Road – off Holywood Road, Ormeau – off Park Road, Blackstaff Way – off Kennedy Way and Alexandra Park Avenue – off Antrim Road.

As part of the review of CA sites, the Service identified the benefits of developing a fifth household recycling centre between the north and west of the city which would facilitate a review of the need for the two remaining CA sites at Springfield Avenue and Agnes Street (Appendix 1).

The Service worked closely with the Council's Estates Unit, now located in the Property and Projects Department, to identify suitable locations which could serve both communities. Following protracted investigations, the potential of the former Mackie's site at Springvale was identified.

In late 2004/05, officers from the Waste Management Service and the Estates Unit commissioned some preliminary investigations into the suitability of the site as a recycling centre and identified two possible options for a proportion of the site. These proposals were forwarded to the Department for Social Development (DSD), along with a request for confirmation that they would be prepared to release part of the land for use as a recycling

centre to serve north and west Belfast, subject to agreement on price, Council approval, title and resolution of contamination and planning issues. At that time, DSD were commissioning site investigation reports to identify the scale of some contamination issues which were identified for the site. DSD advised that they were committed in principle to accommodating the Council's request and transferring lands for the purposes of a recycling centre.

In 2006, the DSD and the Belfast Regeneration Office (BRO) undertook a Masterplanning exercise for the Springvale site to assess its development potential and produce a series of options. The Masterplanning process consulted widely with stakeholders including adjacent landowners, Belfast Institute for Further & Higher Education (BIFHE – now Belfast Metropolitan College), Invest NI, NI Housing Executive (NIHE), the Northern Ireland Office (NIO), Planning Service, Strategic Investment Board (SIB) and West Belfast Partnership Board. In addition, written consultation was invited from all elected members for the area.

As part of this exercise, officers from the Estates Unit restated the Council's interest in securing a proportion of the site for a new recycling centre, as well as use of part of the lands for sports pitches. At its meeting on 11 September 2006, the Committee considered the Masterplanning process and agreed that a formal expression of interest should be made to the DSD stating the Council's interests in a proportion of this site for a recycling centre (Appendix 2).

The Masterplanning Options Report was published in 2008 and identifies three options, all of which included a recycling centre. The report highlighted that the need for a recycling centre was identified through consultation and situating such a facility at this site would accommodate cross community usage. The DSD advised the Council's officers that the DSD Minister had decided to test the options within the report with a more select audience, namely the West Belfast and Greater Shankill Partnership Boards, before equality screening and giving consideration to a fuller consultation on the preferred option.

The DSD is now proposing to prepare a Masterplan for a wider area. DSD officers advised that they would be willing to recommend to their Minister to exclude the area identified for a recycling centre from the wider Masterplanning process on the basis that the earlier Options Report includes this facility in each of the proposed layouts on foot of the previous consultation exercise. This would allow the Council to proceed with site investigation, contamination reports, preliminary planning assessment, etc.

Invest NI, who own the adjoining lands, had previously constructed an access road and roundabout system into Springvale, and so control access to the site. Some officers from Invest NI have expressed reservations regarding the proposed development of a recycling centre at the Springvale site which they feel may not be compatible with their organisation's proposals on the adjoining land. At this time, there are no potential clients for these sites.

### **Key Issues**

The LFD has set progressively reducing targets for Member States to reduce the amount of bio-degradable waste they send to landfill i.e. 75% by 2010, 50% by 2013 and 35% by 2020. In addition, the WFD currently being transposed nationally, will introduce a requirement for each council to recycle 50% of its waste by 2020. The Council is working with arc21 to provide appropriate contracts for the treatment and disposal of wastes in order to comply with this, and other, legislation.

In terms of delivering these objectives, the Council has identified "*better care for the environment*" as a corporate theme, within which there is a commitment "*to be on course to achieve zero waste direct to landfill by 2015*". The Council's recycling rate for 2009/10 was 26.7%.

Recycling centres have a significant role to play in helping to achieve these targets. With approx 20,000 tonnes of waste received per year and, based on existing data which shows that 60% – 70 % of this material at the recycling centres is recycled, there is the potential to recycle approx 14,000 tonnes overall. This compares with around 10% from the older, CA sites which is largely due to the limited segregation of materials which can be achieved at these facilities due to the size constraints of the sites. Based on the projected figures for 2012/13 and a 60% recycling rate, a new centre at Springvale could therefore contribute around 1,800 tonnes and almost 2% towards the Council's overall recycling rate.

The Council programme of development for recycling centres city-wide now means it has four strategically located household recycling centres but, on this basis, there is a gap at the north and west of the city.

Following searches by the Waste Management Service and the Council's Estates Unit, the Springvale site was identified as the most promising site in this area of the city suitable for development as a recycling centre. The Committee has previously recognised this case at its Committee meeting in September 2006. The previous DSD consultation exercise, part of the Masterplanning process, supported the case for a recycling centre at this location which would accommodate cross community usage.

The development of a recycling centre at Springvale would increase the Council's waste diversion and recycling rates and would facilitate a review of the need for the remaining CA sites at Agnes Street and Springfield Avenue. It could also contribute substantially towards demonstrating the Council's commitment to deliver "*Best Endeavours*" in order to mitigate against any financial penalty which may arise from a failure to meet NI Landfill Allowance Scheme (NILAS) waste diversion targets, which have been introduced to bring into affect the requirements of the LFD.

Any proposals for the layout of a Springvale recycling centre would be based on an updated version of the design previously used at the Ormeau facility at Park Road which has achieved national recognition at the letsrecycle.com awards after coming runner-up in 2009 in the best CA/Household Recycling Centre site category.

Earlier this summer, under the title "*North & West household recycling centre – a new shared space*", this proposal had been submitted for consideration for support under PEACE III (Phase 2) Local Action Plan for Belfast and it is contained within the current consultation document as Option 7. Public feedback on this exercise was due by the end of August and will be presented to the Good Relations Partnership on 3 September, before the final proposals are submitted to the SEUPB. Early indications suggest, however, that this proposal may be unsuitable for funding due to the risks associated with obtaining appropriate planning permissions in time to meet the Peace III programme timeframe.

For several years, the Service has ensured that the development of an additional recycling centre has been identified as a potential project for the capital programme; however, it is currently identified as "*uncommitted*" and capital financial resources have not been allocated. As part of the PEACE III bid process, the Service started preparing a Business Case/Economic Appraisal in line with Council's Gates Review process to secure the necessary expenditure.

Should the Committee approve the recommendations within this report, further discussions will need to commence promptly with Invest NI regarding securing access to the Springvale site for the purposes of developing and servicing a recycling centre.

### Resource Implications

The proposal to develop a recycling centre at the Springvale site is likely to require a capital expenditure of around £2.25 million, but the operation of the facility will also require commitment to ongoing revenue funding. This includes an indicative land acquisition cost for the site, provided for by the Estates Unit, and allows for the development of a “*standard*” recycling centre.

Development costs for the proposal, and any additional items, will be outlined as part of the Economic Appraisal and Gates Review processes. Costs will be dependent on the particulars of the option selected and land acquisition costs and will be informed by appropriate site investigations, including contamination reports to determine any development issues. These could impact upon the value of the site.

### Recommendations

The Committee is asked to:

- note the attached report and ongoing issues surrounding the Springvale site;
- agree to the Service progressing the development of a Business Case/Economic Appraisal for submission through the Gates Review process; and
- to commend the Springvale recycling centre proposal to the Strategic Policy & Resources Committee for inclusion as a “*committed*” project in the Capital Programme.

### Decision Tracking

The Head of Waste Management will oversee the development of a Business Case/Economic Appraisal for submission through the Gates Review process, and ensure that the Springvale proposal is referred to the Strategic & Policy Resources Committee for inclusion as a “*committed*” project in the Capital Programme.

### Key to Abbreviations

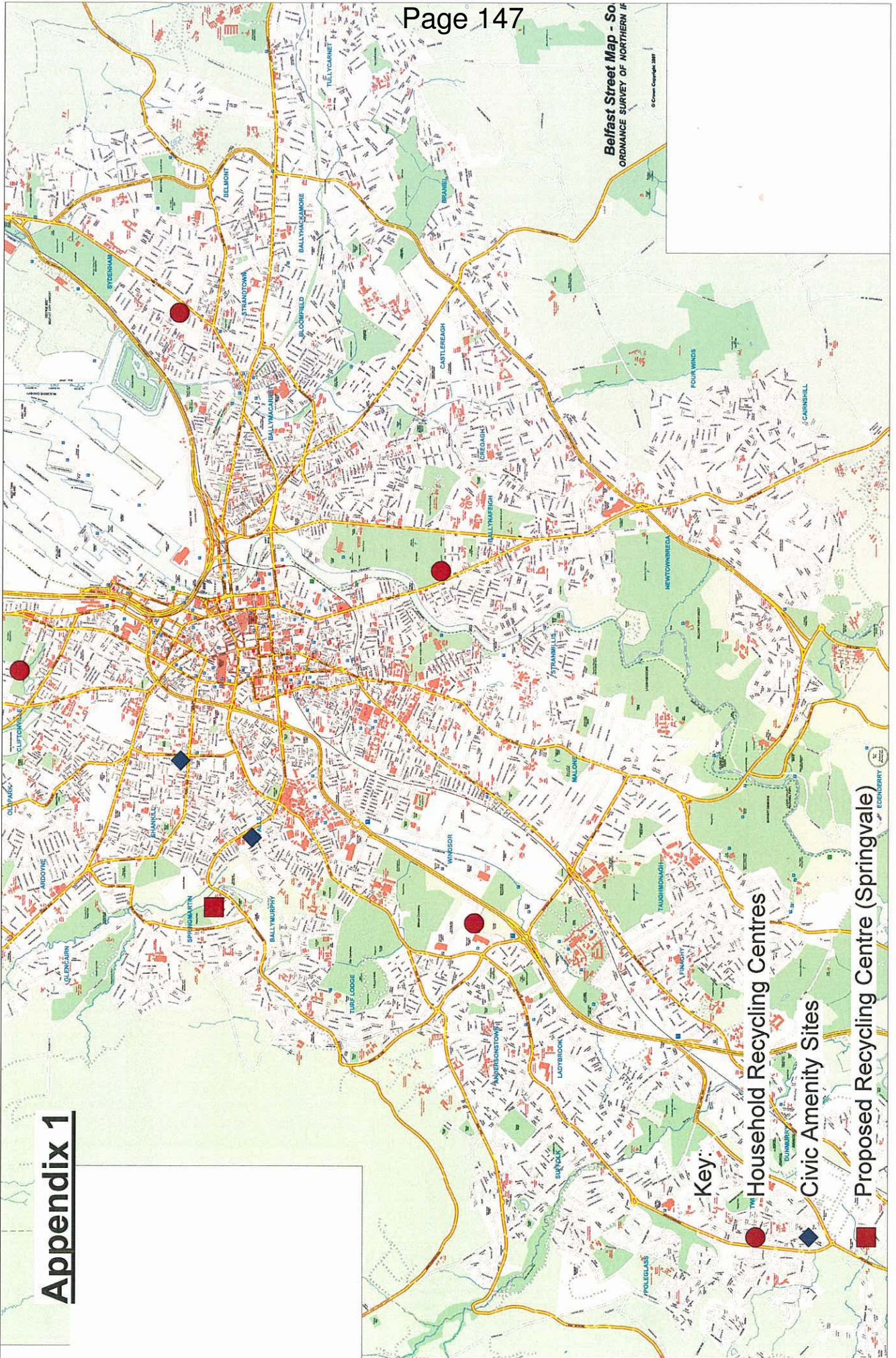
LFD – EU Landfill Directive  
 WFD – EU Waste Framework Directive  
 DSD – Department for Social Development  
 BRO – Belfast Regeneration Office  
 BIFHE – Belfast Institute of Further & Higher Education  
 NIHE – Northern Ireland Housing Executive  
 NIO – Northern Ireland Office  
 SIB – Strategic Investment Board  
 NILAS – NI Landfill Allowance Scheme

### Documents Attached

Appendix 1 – Map showing proposed location of the recycling centre/existing recycling centres

Appendix 2 – Minute from Committee Meeting 11<sup>th</sup> September, 2006

# Appendix 1



Key:

● Household Recycling Centres

◆ Civic Amenity Sites

■ Proposed Recycling Centre (Springvale)

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**Extract**

Health and Environmental Services Committee  
Monday, 11th September, 2006

**Site for Household Recycling Centre**

The Director informed the Members that the need for an additional recycling centre in the West and North of the City had been identified and suitable financial provision made in the Capital Programme and that the Waste Management Service had been working closely with the Council's Development Department to identify suitable sites in this area.

He indicated that a large site had now been identified on the Springfield Road which was to be developed for various commercial usages. The site was owned currently by the Department for Social Development, which, in conjunction with the Belfast Regeneration Office, was preparing currently a masterplan for the lands at this location.

The Director reported that, in the light of initial discussions with the Belfast Regeneration Office, it would appear that the development of a recycling centre at this location was possible and, in principle, lands could transfer to the Council for the purpose of establishing such a centre. However, no firm commitment could be given until the masterplan had been completed. Accordingly, he sought the Committee's approval to express an interest with the Department for Social Development in the location of a household recycling centre at the former Mackie's site on the Springfield Road.

The Committee granted the authority sought.

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**Belfast City Council**

**Report to:** Health & Environmental Services

**Subject:** **Provision of 240 Litre Residual Waste Bins**

**Date:** 8th September, 2010

**Reporting Officer:** Tim Walker, Head of Waste Management, Ext 3311

**Contact Officer:** Brendan Murray, Business Support Officer, Ext 3333

**Relevant Background Information**

Members will be aware that in May 2010 a review of charges for wheeled bin containers was approved. The charges were based on a tender exercise conducted by arc21 for the provision of wheeled refuse containers.

Following the tender exercise, the contractor for the 240 litre residual waste bins informed arc21 that they were unable to meet their contract obligations and, as a result, the contract was terminated and a new tender exercise conducted.

This report outlines the new supplier for the provision of 240 litre wheeled refuse containers and the impact on the Council's charging mechanism.

**Key Issues**

Following the termination of the contract for the provision of 240 litre residual bins, arc21 has recently carried out a new tender exercise for these containers. The tender was for the supply and delivery of 240 litre wheeled refuse containers and the main terms and conditions are as follows:

- Contract duration is 7 months in order to tie in with the expiry date of the concurrent arc21 refuse containers contract.
- Prices are fixed for the duration of the contract.
- No minimum guaranteed quantities
- No exclusivity of supply.

The tenders were evaluated on a cost (90%) and quality (10%) basis. The most economically advantageous tender was received from Tank Engineering Ltd.

<b>Supplier</b>	<b>Average Price</b>
Tank Eng. Ltd	£17.59

The Service recommends that its requirement of 240 litre residual bins is sourced from the above company and in line with the terms and conditions of the arc21 contract.

Taking into consideration this new product price, the Service proposes a revised charge for 240 litre and 140 litre residual bins to householders, passing on the savings arising from the arc21 re-tendering exercise.

Item	Current	Proposed	Refurbished *
140 litre wheeled in	£30.00	£ 27.00	£ 13.00
240 litre wheeled bin	£32.00	£ 30.00	£ 15.00

\* Dependent upon availability

As members are aware that charges are levied per bin sale to cover the price of the container, delivery to the customer's home and associated administration charges. The prices outlined above are for the provision of wheeled bin containers for domestic use, which do not attract VAT. Wheeled bin containers for use in commercial premises will attract VAT at the prevailing rate.

The Council's current bin charging policy requires residents to pay for their bin and any replacements, unless their bin has been destroyed by the Council during the waste collection process. Residents are therefore currently responsible for meeting the cost of replacement bins where the original bin has been destroyed as the result of anti social behaviour, such as bin burning, as to provide a new bin free of charge would cost the Council at least £12,000 per annum given that it is estimated that currently 25% of bin replacements arise from anti social behaviour incidents.

Residents who do require a replacement bin as the result of a confirmed anti social behaviour incident will be offered a refurbished bin, which costs at least 50% less than the new purchase price.

Given the instances of bin burnings, the Service has investigated the possibility of procuring non-combustible bins. However, this option is not recommended based primarily on cost grounds and market soundings. This will, however, be kept under review as new solutions emerge.

### **Resource Implications**

#### **Financial**

The recommended charges for bin sales are set to cover the price of the container, delivery to the customer's home address and the associated administration charge.

#### **Human Resources**

No human resource implications associated with this report.

#### **Asset and Other Implications**

No other implications associated with this report.

### **Recommendation**

It is recommended that the Service source its 240 litre residual bins from the above company in line with the terms and conditions of the arc21 contract.

It is also recommended that the prices for 140 litre and 240 litre residual bins are amended in line with the above pricing table.

<b>Key to Abbreviations</b>
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None
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<b>Document Attached</b>
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arc21 Tender Report – Supply & Delivery of 240L Wheeled Refuse Containers
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<b>Decision Tracking</b>
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Following consideration by the Committee, the Head of Waste Management will inform arc21 of the decision.
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# **Tender Report – Supply & Delivery of 240L Wheeled Refuse Containers**

## **August, 2010**

### **CONTENTS**

- 1.0 PURPOSE**
- 2.0 BACKGROUND**
- 3.0 CONTRACTUAL ISSUES**
- 4.0 TENDERS RECEIVED**
- 5.0 EVALUATION**
- 6.0 COMPLETENESS**
- 7.0 TECHNICAL QUALITY**
- 8.0 COST COMPARISON**
- 9.0 RATES AND PRICES**
- 10.0 CONCLUSIONS**
- 11.0 RECOMMENDATION**

### **Supply of 240L Wheeled Refuse Containers Tender Report**

#### **1.0 Purpose**

1.1 To make recommendations arising from tender action for Supply and Delivery of 240L Wheeled Refuse Containers for arc21.

#### **2.0 Background**

2.1 Following termination of the previous contract due to the supplier being unable to supply arc21 councils with 240L bins, subsequent tender action was initiated in accordance with the EU Open Procedure on the 28 May 2010 by the placing of a Tender Notice in the Official Journal of the European Union followed by local press advertisements and an advertisement on the arc21 website.

#### **3.0 Contractual Issues**

##### **3.1 Tender Documents**

3.1.1 The main elements of the tender documents are as follows:

##### **3.2 Invitation to Tender**

3.2.1 The Invitation to Tender document sets out the Authority's requirements and explains the format in which responses are to be made by interested suppliers.

##### **3.3 Specification**

3.3.1 Objective: To provide availability of supply of 240L wheeled refuse containers complying with EN 840:2004 and manufactured by a system conforming to the requirements of BS EN ISO 9000 for arc21.

##### **3.4 Conditions of Contract / Pricing Mechanism**

3.4.1 Supply contract for 240L wheeled refuse containers.

3.4.2 Fixed price per full load,  $\frac{3}{4}$  loads,  $\frac{1}{2}$  loads and  $\frac{1}{4}$  loads.

3.4.5 Prices fixed for the 7 month duration of the contract.

3.4.6 No price indexation arrangement.

3.4.7 No minimum guaranteed quantities.

3.4.8 No exclusivity of supply.

### 3.5 Other Issues

3.5.1 With no minimum guaranteed quantities or exclusivity of supply, no financial commitment from councils exists until orders are placed.

3.5.2 Accordingly, there is not a requirement for all councils to approve the contract subsequent to the Joint Committee but rather only prior to them placing any order on an individual basis.

3.5.3 Orders should be placed in designated quantities of full load,  $\frac{3}{4}$  loads,  $\frac{1}{2}$  loads,  $\frac{1}{4}$  loads. If Councils wish to order different quantities they must combine orders with other constituent Councils' orders.

## 4.0 Tenders Received

4.1 Nine tender submissions were returned by the closing date of 19 July 2010.

4.2 The submissions were from the following suppliers:

- Weber
- Creamer UK Ltd
- MGB Plastics Ltd
- IHS Incorporation Ltd
- Straight Plc
- Sturdy Products Ltd
- Tank Engineering Ltd
- Sellars Engineering Ltd
- Peter Ridley Waste Systems

## 5.0 Evaluation

5.1 Tenders were evaluated in accordance with the criteria stated in the contract documents

5.2 The weightings of the Cost and Quality assessment sections were 90% and 10% respectively.

5.2 The results of the evaluation follow below and comprise the remainder of this report.

## 6.0 Completeness

6.1 All tenders were found to be acceptable in terms of completeness and eligibility.

## 7.0 Technical and Quality

7.1 The tender return documents and certificates submitted by each tender were checked for compliance with the Contract Specification.

7.2. Colour

240L wheeled containers are available in grey, brown, blue and green.

7.3 Artwork

Additional text to be moulded on to 240L wheeled containers in respect of each of the below is included in the rates.

- a) The wording "No Hot Ashes".
- b) Unique sequential serial number.
- c) Year of manufacture.
- d) Name of Authority (up to 15 characters).
- e) Council and/or arc21 logo.

## 8.0 Cost Comparison

8.1 The average price of a container purchased in four different sized loads is shown below. These prices were used for comparison purposes and were calculated for each tender using the method provided in the tender documents.

### **Suppliers Average**

#### **Price**

Tank Eng. Ltd £17.59

Sturdy Products Ltd £17.94

MGB Plastics Ltd £18.30

Straight Plc £19.02

Weber Gmbh & Co £19.61

Craemer UK Ltd £19.73

Sellars Eng. Ltd £19.74

IHS Incorporation Ltd £20.06

Peter Ridley Waste Systems £25.41

8.2 Tank Engineering Ltd submitted the lowest average price.

### **9.0 Rates and Prices**

9.1 The actual price will be dependant on the quantity ordered and are shown below:

#### **Price / bin Full**

**load (952 units)**

#### **Price / bin 3/4**

**load (700 units)**

#### **Price / bin half load**

**(475 units)**

#### **Price / bin 1/4 load**

**(230 units)**

£17.45 £17.50 £17.50 £17.90

### **10.0 Conclusions**

10.1 As noted above, a full evaluation has been carried out of all tenders in accordance with the criteria set out in the contract documents relating to cost, quality and technical issues.

10.2 Of the nine tenders received and evaluated all were considered acceptable and were particularly competitive in relation to current market prices.

10.3 Tank Engineering Ltd achieved the highest overall score and is also the lowest cost option which is deemed affordable. This tender is therefore considered to be the most economically advantageous out of the nine tenders received.

### **11.0 Recommendation**

11.1 It is recommended that Tank Engineering Ltd is appointed as the supplier to arc21 for 240L wheeled bins for a period of 7 months, with a possible extension up to 6 months.



**Belfast City Council**

<b>Report to:</b>	Health and Environmental Services Committee
<b>Subject:</b>	<b>Review of Staffing Levels and Shift Patterns at Household Recycling Centres/Civic Amenity Sites</b>
<b>Date:</b>	8th September, 2010
<b>Reporting Officer:</b>	Tim Walker, Head of Waste Management, Ext 3311
<b>Contact Officer:</b>	Tim Walker, Head of Waste Management, Ext 3311

**Relevant Background Information**

In 2001, new legislation was introduced within the UK to transpose the EU Landfill Directive (LFD). The diversion of Biodegradable Municipal Waste (BMW) from landfill is a key objective of the LFD and a series of progressively reducing targets were set to reduce the amount of BMW sent to landfill

- to 75% of 1995 levels by 2010,
- to 50% of 1995 levels by 2013 and
- to 35% of 1995 levels by 2020

The Waste Management Service has been working with arc21 to implement a Waste Plan to meet the LFD and its challenging targets.

In 2009/2010, the household recycling and composting rate for Belfast was 26.7%. Beyond the LFD, the EU Waste Framework Directive (WFD), which is currently being transposed locally (see consultation paper response this month), is seeking to introduce further targets to aid in meeting a recycling and composting rate of 50% by 2020.

As part of the Council's corporate objectives, values and strategic themes, the Waste Management Service is developing new proposals to increase the amounts of waste which is diverted from landfill for recycling and composting. The Service is seeking to do this through (i) the provision of appropriate receptacles to every household in the city (ii) the development of improved Household Recycling Centres (HRCs) and (iii) greater engagement with householders and businesses in Belfast. The Service is taking these steps to deliver upon the Council commitments to 'taking better care of Belfast's environment', and to 'provide a cleaner, greener, healthier city now and for the future' as outlined in the corporate Value Creation Map.

Reflecting these commitments, Members may recall that at its November meeting last year approval was granted to permanently close the Clara Street civic amenity (CA) site. At this meeting, Members also granted approval to the Head of Service to commission the Council's Business Improvement Service (BIS) to undertake a review of staffing levels and shift patterns at the HRCs. BIS commenced this review in early 2010 to examine the potential for the re-

deployment of existing staff (two Recycling Supervisors and four Recycling Operatives) from Clara Street CA site on its closure to the other HRC's to avoid redundancies if possible, to review staffing levels at the HRCs and to review the shift patterns at the HRC's and CA sites.

As Members will be aware, there are four HRC's in Belfast at (i) Alexandra Park Avenue – north (ii) Blackstaff Way – west (iii) Palmerston Road – east and (iv) Ormeau (Park Road) – south. At the time of the review, there were also three CA sites operating at Clara Street – east, Agnes Street – north and Springfield Avenue – west. As planned, Clara Street ceased operating as a CA site on 31st March, 2010. There were two Recycling Supervisors and four Recycling Operatives based at the Clara Street CA site.

As part of the consideration for future options for staff, Members should also be aware that the Service is currently investigating the possibility of developing a new HRC at Springvale (see separate report this month).

In terms of managing the sites, there is a daily 'two shifts pattern' at each HRC which ensures there are staff to cover all site opening times. Shift patterns are required for the winter and summer periods as the opening hours at the HRC's and CA sites differ. Different shift patterns are also required for the different posts (i.e. the Area Recycling Officers, the Recycling Supervisors/Recycling Operatives and for the part-time Recycling Operatives). The current opening hours at the HRCs and CA sites are as follows:

**Winter Period – October to March**

Saturday 8.00am to 5.00pm  
 Sunday 12.00pm to 5.00pm  
 Monday – Friday 8.00am to 5.00pm

**Summer Period – April to September**

Saturday 8.00am to 5.00pm  
 Sunday 12.00pm to 5.00pm  
 Monday – Friday 8.00am to 8.00pm

Currently, Palmerston Road HRC and Ormeau HRC are staffed with one Recycling Supervisor and three Recycling Operatives per shift. Blackstaff Way HRC and Alexandra Park Avenue HRC are staffed with one Recycling Supervisor and two Recycling Operatives per shift. When the shifts overlap at the sites the staffing level doubles. In assessing the potential for redeploying the Clara Street CA site staff, BIS considered:

- The public usage of each site (the hourly vehicular usage)
- The total weight of recycled/composted and residual waste handled at each site and the recycling rates
- The recycling facilities provided at each HRC and
- The size of each HRC.

A summary of the total wastes, percentages recycled/composted materials, and residual wastes handled at the HRCs from October 2008 to September 2009 was:

<b>Alexandra Park Ave HRC</b>	<b>Annual Tonnage</b>
Total Recycled Waste	3235
Residual Waste	1946
Total Waste Arising	5181
<b>% Recycled &amp; Composted</b>	<b>62%</b>
<b>Blackstaff Way HRC</b>	<b>Annual Tonnage</b>
Total Recycled Waste	2739

Residual Waste	2549
Total Waste Arising	5287
<b>% Recycled &amp; Composted</b>	<b>52%</b>
<b>Palmerston Road HRC</b>	<b>Annual Tonnage</b>
Total Recycled Waste	3254
Residual Waste	1489
Total Waste Arising	4743
<b>% Recycled &amp; Composted</b>	<b>69%</b>
<b>Ormeau Park HRC</b>	<b>Annual Tonnage</b>
Total Recycled Waste	1809
Total Recycled Waste	1097
Total Waste Arising	2906
<b>% Recycled &amp; Composted</b>	<b>62%</b>

The table shows that the total wastes at Alexandra Park Avenue and Blackstaff Way HRCs are higher than the other two HRCs. Alexandra Park Avenue and Blackstaff Way HRCs are also staffed with fewer Recycling Operatives. The percentage of recycled and composted waste for Alexandra Park Avenue HRC (62%) and Blackstaff Way HRC (52%) is less than that achieved at Palmerston Road HRC (69%).

Data for these two sites also shows that the recycling rates dropped in 2007 but have slowly gained ground in Alexandra Park since then, while they have not recovered in Blackstaff Way. Over the same period, both Palmerston Road HRC and Ormeau HRC recycling rates have improved steadily to 69% and 62% respectively.

### **Key Issues**

BIS were commissioned by the Waste Management Service in 2009 to undertake a review of staffing levels and shift patterns at the HRCs in light of the proposed closure of Clara Street CA site (see attachment). Having reviewed the operations at the HRCs, they consider that the recycling rate performance at the Palmerston Road and Ormeau sites is at least partially due to the higher staffing levels these sites have, and as such can provide better customer care and support to users. The additional staff at these sites provide the opportunity to conduct more focused education and promotion of recycling to users. Differences in the performance of these sites may also be attributed to some demographic and/or cultural differences.

#### ***Transfer of Recycling Operatives***

Following an analysis of the above information BIS consider that transferring staff from Clara Street to Alexandra Park Avenue and Blackstaff Way HRCs would standardise staffing levels at all HRC's and would provide the necessary resources to ensure more efficient and effective operations. The staffing increase at Alexandra Park Avenue and Blackstaff Way HRCs would also enable the Service to make some further improvements, such as (i) to improve manual handling practices (ii) to increase the promotion and education of recycling and composting at the sites (iii) to improve control over commercial waste users (iv) to improve the supervision of contractors on site (v) to improve customer care and the delivery of the Service's standards and (vi) to reduce the risks of not complying with legislative and operational requirements.

The transfer also recognises the investment in training for staff which will assist the Service increase the percentage of recycled and composted wastes diverted from these HRCs.

Also, at present the Service covers sickness absence by bringing in staff on overtime. By increasing the number of Recycling Operatives to three per shift, it is expected that cover will not need to be provided if only one member of staff is absent, which will reduce overtime payments currently paid.

The total cost of HRC overtime from January to December 2009 was £162,340. This is substantial and cannot be sustained.

### ***Transfer of Recycling Supervisors***

Each HRC has two Recycling Supervisors; Clara Street was the only CA site which was also similarly staffed, primarily due to its size. There are eight such posts which are all currently filled. As mentioned earlier, the Service is currently investigating the development of a new HRC at Springvale which, if approved, is unlikely to be operational before 2013. At this time two Recycling Supervisors will be required.

BIS consulted widely on prospective areas of work during this interim period for the two Clara Street Recycling Supervisors. Senior management within the Service have identified a number of operational inefficiencies which must be addressed to better manage operations and increase the Council's recycling and composting performance and these could be rectified if additional staffing resources were available at the HRCs for a period of time. The work to deliver these improvements is part of the Recycling Supervisors role but, due to operational pressures, it has been difficult to complete these on a day-to-day basis. The projects identified to date are as follows:

1. To implement improvements in customer care and good practice
2. To promote better segregation of wastes to improve recycling and composting by increased education of HRC users
3. To determine opportunities to generate income at the HRCs
4. To conduct a commercial waste study
5. To conduct a bulky household waste handling study
6. To review general signage requirements at the HRCs, including those concerned with licensing and permitting requirements.

This work could be completed on a project basis and would deliver benefits to the service. It is anticipated that these projects could be completed, through expressions of interest, by releasing Recycling Supervisors from their day-to-day responsibilities. Depending on the expressions of interest, the two Clara Street CA site supervisors may be appointed to undertake projects or be transferred to provide cover for other supervisors who are undertaking projects.

The primary role of the two officers selected for project work will remain that of a supervisor, providing cover for leave, sickness absence and training. With Clara Street CA site closing, there will be savings in overtime levels of £11,500. The Service has estimated that transferring these staff to the HRCs will further reduce the overtime needed to cover leave, sickness absence and training and will generate further savings of around £29,500.

### ***Shift Patterns employed at the HRC's***

Another purpose of the BIS review was to consider the shift patterns at the HRCs/CA sites which are currently being served by a daily, two shift pattern. Staff are required to start work 15 minutes before the sites open to the public and finish 15 minutes after they close. To inform this part of the review, an analysis of public usage was conducted which showed that, during the first hour, usage was less than 30% of the average rate which indicates that there is little demand to open the sites at 8.00am in the winter and summer. It can also be seen on page 20 of the BIS report that the sites are relatively well used between 4.00pm and 5.00pm in the winter.

Following discussions with senior management, BIS recommends that the site opening time should change to 8.30am in the winter and summer; it also proposed to extend the winter closing time to 5.30pm which would allow householders use of the sites later in the evening. Therefore the proposed opening hours for the sites in winter are as follows:

**Proposed Opening Hours - Winter Period**

October to March

Saturday	9.00am to 5.00pm
Sunday	12.00pm to 5.00pm
Mon – Fri	8.30am to 5.30pm

In the summer, the hourly usage at the HRCs between 6.00 pm – 8.00 pm was approximately 50% of the overall average hourly rate which would indicate that keeping the sites open each week night to 8.00pm is inefficient. Following the management discussions, a number of options were examined with the one night per week “*late opening*” being the most preferred; i.e. the HRCs open to 8.00pm on Wednesday evenings only during the summer and open to 5.30pm on the other weekdays. Therefore, the proposed opening hours for the sites in summer are as follows:

**Proposed Opening Hours - Summer Period**

April to September

Saturday	9.00am to 5.00pm
Sunday	12.00pm to 5.00pm
Monday, Tuesday, Thursday, Friday	8.30am to 5.30pm
Wednesday	8.30am to 8.00pm

New shift patterns were then developed around these proposed new opening hours. The present shift patterns do not cover late openings on Tuesday and Thursday when staff are paid overtime. Removing this overtime alone will generate savings of approximately £33,000 per annum.

**Communication with stakeholders**

During the course of the BIS review, staff and the trade unions were consulted regarding the proposed shift patterns and opening hours. Staff also preferred the proposed option to work one late night in the summer. BIS also consulted with Human Resources at both Departmental and Corporate levels to consider any issues from redeploying staff from Clara Street CA site: none were identified. Financial Services were also consulted with regard to the new shift patterns to examine the impact on staff from changing their starting and finishing times and reducing the number of later evenings worked in the summer. The introduction of the one late night per week shift pattern will not impact on the staffs’ current shift allowance; the only change officers will experience will be a reduction in overtime which will assist the Council’s efficiency agenda.

In line with the March 2010 Committee meeting, the Head of Service has also met with each of the Party Group leaders to brief them on the proposals and no issues have been raised during these discussions.

**Resource Implications****Financial Implications**

The financial implications of implementing the recommendations of the BIS report would be an estimated saving of £74,000 per annum, based on reducing overtime using the revised shift patterns, the closure of Clara Street CA site and the redeployment of staff from Clara Street CA site to the four HRCs. The savings of £74,000 per annum can be summarised as follows:

Description	Cost per annum
Savings from the removal of overtime costs to cover late night opening (gap in shift – 7 hrs per wk across 7 sites)	£33,000
Savings in overtime from the closure of Clara Street	£11,500
Savings from the redeployment of staff and reduction in absence cover	£29,500
<b>Total savings per annum</b>	<b>£74,000</b>

### Human Resource Implications

This review showed that the staff from Clara Street CA site could be redeployed at the HRCs once the site closed without any redundancies. This redeployment will be conducted in line with Council policy and procedures.

The review also showed that the current shift patterns at the HRCs and CA sites could be amended which will impact on staffs' starting and finishing times. This will not constitute a change to their terms and conditions of employment.

The Trade Unions and staff are supportive of these proposals.

### Recommendations

The Committee is asked to approve:

- the transfer of the four officers from Clara Street CA site to Alexandra Park Avenue and Blackstaff Way HRCs
- the transfer of the two supervisors from Clara Street CA site to be used, on an interim basis, at all HRCs to provide an additional resource to undertake improvement projects
- the proposed amendment to the opening and closing times for the winter and summer periods as outlined above
- the commencement of a communications campaign to promote these changes to the operational hours to the public from October 2010 onwards in advance of Council consideration of the report and
- the proposed shift patterns for staff at the HRCs and CA sites.

### Decision Tracking

Should Members approve this report, the Head of Service will oversee the implementation of this report.

### Document Attached

BIS review document



## Health & Environmental Services Department

# Review of HRC Staffing & Shift Patterns

## Waste Management Services

September 2010

Project No. 04/060/09/184  
Version 1.0

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**Appendices**

- 1. CURRENT SHIFT PATTERNS**
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- 7. PROPOSED SHIFT PATTERNS**

## **1. Introduction and background**

### **1.1 Purpose of Review**

In December 2009 the Council approved the permanent closure of Clara Street Civic Amenity Site (CAS). The purpose of this review is:

1. to investigate staffing levels at the Household Recycling Centres (HRC's) to accommodate the re-deployment of existing staff (two Recycling Supervisors and four Recycling Operatives) from Clara Street CAS once it is closed, and
2. to review the current shift patterns employed at the HRC's and CAS.

In conducting this review Business Improvement (BIS) will assist management from the Waste Management Service in their consultations with the trade unions regarding the potential redeployment of staff and implementation of new shift patterns.

### **1.2 Approval**

The Head of Waste Management requested the Health & Environmental Services Committee, 4 November 2009, to approve the permanent closure of the Clara Street CAS. The Committee was also requested to approve the commissioning of BIS to conduct a review of staffing levels and shift patterns at the HRC's and to agree the continuation of consultation with the trade unions and the development of a suitable communications campaign. These requests were adopted by committee and ratified by Council on 1 December 2009. On 9 December 2009, the Head of Waste Management, as part of the councils Vacancy Control Process, requested that BIS conduct a review of staffing levels and shift patterns. This request was subsequently approved by the Chief Officer's Management Team (COMT). BIS commenced this review in February 2010 following initial meetings with Waste Management senior management.

### **1.3 Background information**

To ensure compliance with forthcoming European Directives and the Northern Ireland Waste Management Strategy, Clara Street CAS would require extensive development. An initial phase of development at Clara Street was completed in 2006 when £70,000 was spent on new equipment and minor works.

## 1. Introduction and background (contd)

The next phase of Clara Streets development was still at the feasibility stage and was included in the current Capital Programme as a “Project Not Yet Committed”. As part of the Council’s new “Gates Review” process, KPMG consultants carried out an economic appraisal of the options open to the council to assess the business case and value for money for each. KPMG assessed the following three options;

1. Do nothing – maintain Clara Street CAS
2. Upgrade Clara Street CAS to a HRC
3. Close Clara Street CAS

The appraisal considered the costs / benefits associated with each option and KPMG recommended Option 3. In light of the economic appraisal, Waste Management has considered that the most appropriate course of action and their preferred option would be to close the Clara Street CAS and cease to accept waste from 1 April 2010.

This review is also set within the context of the council’s Improvement and Efficiency Agenda and also follows the principles of “providing value for money and improving services” through developing and improving services as indicated in the 2008-2011 Corporate Plan. It is anticipated that the review of staffing levels and shift patterns will produce efficiencies and improve services for users at the HRC’s and CAS.

### 1.4 Methodology

One objective of this review is to conduct a high level investigation of the staffing levels at the HRC’s and the potential for the re-deployment of existing staff from Clara Street CAS to the other HRC’s to avoid redundancies if possible. Other objectives of the review were to revise the current shift patterns employed at the HRC’s and CAS to reduce overtime and produce operational efficiencies and improvements.

The approach undertaken for this review was as follows:

- Project Initiation – initial meetings/discussions were held with Head of Service for Waste Management, the Waste Manager (Education, Contracts & Operations) and the Waste Officer (Contracts & Operations) to agree the terms of reference for the review, the Business Improvement Section’s approach and to obtain any relevant information.

## 1. Introduction and background (contd)

- Information gathering: Further meetings/discussions were held with the following staff to obtain more detailed information in relation to the review:
  - Head of Waste Management
  - Waste Manager (Education, Contracts & Operations)
  - Waste Officer (Contracts & Operations)
  - Divisional Manager (Business Support)
  - Staff from Financial Services Section
  
- Benchmarking: BIS collected information regarding the opening hours and services provided by other Councils within the ARC 21 group and throughout Northern Ireland. In addition, the recycling figures for other councils were also obtained to provide a comprehensive comparison analysis.
  
- Analysis: Information obtained for the review has been analysed and the findings, options, and recommendations are included in this report.
  
- Reporting: Draft and final reports have been prepared. These include:-
  - ⇒ Current Situation – description of the current staffing arrangements for the HRC's and CAS, information regarding their opening hours and the shift patterns currently worked by staff working in and managing the sites.
  - ⇒ Analysis: detailed examination of the current situation, analysing issues and developing business cases, options and proposed recommendations.
  - ⇒ Recommendations: summary of the proposed staffing and operational recommendations developed with the analysis.
  
  - ⇒ Financial Implications: summary of the financial implications of the recommendations.
  
  - ⇒ Human Resource Implications.
  
  - ⇒ Appendices.

## 1. Introduction and background (contd)

- ⇒ Consultation: BIS have consulted with management, Human Resources staff, Trade Union Co-ordinators, the recycling staffs trade union representatives and Waste Management staff throughout the review.
- ⇒ Business Improvement has also examined previous reports prepared for Waste Management to obtain details of current operational requirements and establishment levels.

### 1.5 Current situation

#### Recycling Facilities and Staffing Levels

At present there are four HRC's in operation within Belfast. These facilities are Alexandra Park Avenue in the north of the city, Blackstaff Way in the west, Palmerston Road in the east and Ormeau (Park Road) in the south. There are also three CAS in operation, Clara Street in the east, Agnes Street in the north and Springfield Avenue in the west. At each of the facilities the staffing levels within the current establishment are as indicated in Table 1.

#### Operations and Shift Patterns

At present the opening hours at the HRC's and CAS are as follows:

##### Winter Period – October to March

Saturday	8.00am to 5.00pm
Sunday	12.00pm to 5.00pm
Monday – Friday	8.00am to 5.00pm

##### Summer Period – April to September

Saturday	8.00am to 5.00pm
Sunday	12.00pm to 5.00pm
Monday – Friday	8.00am to 8.00pm

At each site, two shifts are in operation on a daily basis which ensures there is staff to cover all site opening times. Shift patterns are required for the winter and summer periods as the opening hours are different for each period. Different shift patterns are also required for the different posts working at the HRC's and CAS.

**1. Introduction and background (contd)**

<u>HRC</u>	<u>Post</u>	<u>Establishment</u>	<u>Current Grade</u>
Palmerston Rd HRC	Area Recycling Officer	1	SO 2
	Recycling Supervisor	2	Sc6
	Recycling Operative	6	Sc4
	Recycling Operative P/T	4	Sc 4
Ormeau HRC	Area Recycling Officer	1	SO 2
	Recycling Supervisor	2	Sc6
	Recycling Operative	6	Sc4
	Recycling Operative P/T	4	Sc 4
Blackstaff Way HRC	Area Recycling Officer	1	SO 2
	Recycling Supervisor	2	Sc6
	Recycling Operative	4	Sc4
	Recycling Operative P/T	4	Sc 4
Alexandra Park Ave HRC	Area Recycling Officer	1	SO 2
	Recycling Supervisor	2	Sc6
	Recycling Operative	4	Sc4
	Recycling Operative P/T	4	Sc 4
Clara Street CAS	Recycling Supervisor	2	Sc6
	Recycling Operative	4	Sc4
Agnes Street CAS	Recycling Operative	4	Sc4
Springfield Avenue CAS	Recycling Operative	4	Sc4
	TOTAL	62	

**Table 1**

Shift patterns are required for the Area Recycling Officers, the Recycling Supervisors/Recycling Operatives and for the part-time Recycling Operatives (See Appendix 1 for the current shift patterns).

## **1. Introduction and background (contd)**

The Area Recycling Officers are responsible for the day to day operational management of the HRC's and CAS including the deployment and supervision of site personnel to ensure best value service. These posts are also responsible for driving the improvement of recycling rates through the provision of excellent facilities, advanced customer care and the promotion and education of recycling and better segregation of wastes.

The Recycling Supervisors are responsible for the day to day operation of the HRC's, acting as primary key holders and supervising Recycling Operatives on a day to day basis. These posts are also responsible for the implementation of the council's policies and procedures and for ensuring the provision of a high quality customer focused service.

The Recycling Operatives are responsible for undertaking duties associated with the operation of a recycling centre, usually as part of a small team.

## **2. Findings**

### **2.1 Findings from best practice**

This section of the report summarises the key findings and considerations emerging from the research and consultation, set within the context of the objectives of this review.

### **2.2 Findings from information gathering and consultation**

Reference material has been considered including information obtained from previous reports and reviews of Waste Management Services.

#### **Strategic and future considerations**

The Waste Management Service is currently investigating the development of a further HRC at the former “Mackie’s” site on the Springfield Road. At the September 2006 Health and Environmental Services Committee the Director informed Members that the need for an additional recycling centre in the West and North of the City had been identified and suitable financial provision made in the Capital Programme.

The Waste Management Service had been working closely with the Council’s Development Department to identify suitable sites in this area. They indicated that a large site had now been identified on the Springfield Road which was to be developed for various commercial usages. The site was owned by the Department for Social Development, which, in conjunction with the Belfast Regeneration Office was preparing a master-plan for the lands at this location. The Director reported that, in the light of initial discussions with the Belfast Regeneration Office, it would appear that the development of a recycling centre at this location was possible and, in principle, lands could transfer to the Council for the purpose of establishing an HRC. However, no firm commitment could be given until the master-plan had been completed. In August 2006, a team of consultants, led by white Young Green, were appointed to undertake a master-planning exercise for the site to assess its development potential and to produce a series of materplan options. Three concept options were developed for the Springvale Site, each integrating a balanced mix of appropriate uses for the site. It is important to note that the development of an HRC on the site was an integral part of each option.

## 2. Findings (contd)

Accordingly, the Director sought the Committee's approval to express an interest with the Department for Social Development in the location of a household recycling centre at the former Mackie's site on the Springfield Road. The Committee granted the authority sought. To date the council have been in discussions with the Belfast Regeneration Office and as part of the Review of Public Administration it is likely that the "Springvale Site" will be transferred to the council. It is estimated at this stage, with the time taken to get the appropriate planning permission and time for construction that the new recycling centre will not be in place until at least 2013.

In 2001, new legislation was introduced within the UK, the Landfill Directive. The aim of the Landfill Directive was to reduce the pollution from landfill waste that can impact on surface water, groundwater, soil, air and ultimately impact greatly on climate change. The diversion of biodegradable municipal waste from landfill is a key objective of the Landfill Directive. For Northern Ireland, as with the rest of the UK the targets are to reduce the amount of biodegradable municipal waste sent to landfill to 75% of 1995 levels by 2010, to 50% of 1995 levels by 2013 and to 35% of 1995 levels by 2020. The Waste Management Service is working to implement an Arc 21 plan to address the Landfill Directive and meet the imposed targets.

The household recycling & composting rate for Belfast (2009 - 2010) was 26.6%. The Northern Ireland Environment Agency recommendation is that this rate should be at 35% by 2009/10. The EU Waste Framework Directive stipulates a level of 50% by 2020. All councils within the ARC 21 sub-regional waste groups must achieve this level. Recently, the NI Minister for the Environment stated that he aimed to consider whether the 2020 recycling targets were challenging enough and should these be increase to somewhere around 60-70 %. The EU Waste Framework Directive is being transposed into NI legislation in 2010 and two documents have been issued recently by the DOE for consultation. These are likely to introduce further landfill bans and changes to the definition.

As part of the council's corporate objectives, values and strategic themes, the Waste Management Service is driving forward new initiatives to deliver improvements in household recycling & composting, to provide more and improved recycling facilities and to promote and educate the ratepayers and visitors to Belfast.

## 2. Findings (contd)

This demonstrates that the council is committed to taking better care of Belfast's environment, to provide a cleaner, greener, healthier city now and for the future (as documented in the corporate Value Creation Map).

### **Staffing Levels at HRC's and their Operational Implications**

At present, as illustrated in Table 1 (Section 1.5), two Recycling Supervisors and four Recycling Operatives are based at Clara Street CAS. As previously stated the purpose of this review is to conduct a high level investigation of the staffing levels at the HRC's and examine the potential for the re-deployment of existing staff from Clara Street CAS on its closure to the other HRC's to avoid redundancies if possible. Palmerston Road HRC and Ormeau HRC are staffed with one Recycling Supervisor and three Recycling Operatives per shift. Blackstaff Way HRC and Alexandra Park Avenue HRC are staffed with one Recycling Supervisor and two Recycling Operatives per shift. When the shifts overlap at the sites the staffing level doubles.

In assessing the potential for redeployment of staff from Clara Street CAS to the HRC's BIS obtained and assessed the following data from the Waste Management Service:-

- The public usage of each site (the hourly vehicular usage)
- The total weight of recycled/composted and residual waste handled at each site and the recycling rates.
- The recycling facilities at each site provided for public use.
- The relative size of each HRC.

Table 2 below, is a summary of the recycled/composted materials and residual materials handled at the HRC's and CAS for the period October '08 to September '09 (see Appendix 2 for the monthly recycling figures).

## 2. Findings (contd)

<b>Alexandra Park Ave HRC</b>	<b>Annual Tonnage</b>
Total Recycled Waste	3235
Residual Waste	1946
Total Waste Arising	5181
<b>% Recycled &amp; Composted</b>	<b>62%</b>
<b>Blackstaff Way HRC</b>	<b>Annual Tonnage</b>
Total Recycled Waste	2739
Residual Waste	2549
Total Waste Arising	5287
<b>% Recycled &amp; Composted</b>	<b>52%</b>
<b>Palmerston Road HRC</b>	<b>Annual Tonnage</b>
Total Recycled Waste	3254
Residual Waste	1489
Total Waste Arising	4743
<b>% Recycled &amp; Composted</b>	<b>69%</b>
<b>Ormeau Park HRC</b>	<b>Annual Tonnage</b>
Total Recycled Waste	1809
Total Recycled Waste	1097
Total Waste Arising	2906
<b>% Recycled &amp; Composted</b>	<b>62%</b>

**Table 2**

It can be seen from this table that the total waste arising at Alexandra Park Avenue HRC and Blackstaff Way HRC is higher than the other two HRC's. It is important to note that Alexandra Park Avenue HRC and Blackstaff Way HRC are staffed with fewer Recycling Operatives than the other two. The percentage of recycled and composted waste for Alexandra Park Avenue HRC (62%) and Blackstaff Way HRC (52%) is less than that achieved at Palmerston Road HRC (69%).

Table 3 illustrates that the annual recycling rates at Alexandra Park Avenue HRC dropped considerably in 2007 but have slowly gained ground since then. The rates at Blackstaff Way HRC have also dropped considerably in 2007 but have not gained ground. Since 2007 both Palmerston Road HRC and Ormeau HRC recycling rates have improved steadily to 69% and 62% respectively (see Appendix 2). It is envisaged that the improved performance at these sites is attributed to the fact that these sites have higher staffing levels, and as such can provide better customer care and support to users. The additional staff at these sites provides the opportunity to conduct more focused education and promotion of recycling to users. Waste Management staff also believe that the difference in performance levels achieved at the sites can be attributed to demographic and cultural differences.

## 2. Findings (contd)

Recycling rate / Total Waste Arising per Recycling Centre				
	2006	2007	2008	2009
<b>Alexandra Park Ave</b>	69%	59%	62%	62%
<b>Tonnes</b>	4368	5329	5025	5181
<b>Blackstaff Way HRC</b>	65%	56%	51%	52%
<b>Tonnes</b>	3695	5022	5210	5287
<b>Palmerston Road HRC</b>	63%	62%	66%	69%
<b>Tonnes</b>	2828	4097	4549	4743
<b>Ormeau HRC</b>	-	55%	62%	62%
<b>Tonnes</b>		641*	2348	2906

**Table 3** \* Only 4 months of data – HRC under Construction

To compare the recycling performance levels achieved at Belfast's HRC's with others, the Waste Management Service obtained benchmarking information from other councils who were considered to be best practice. The following councils have all achieved recycling rates in excess of 70 % per annum at their HRC's, levels that Belfast's Waste Management Service are striving to emulate:

Bournemouth BC.	77%
Devon CC	75%
Dorset CC	76%
East Riding of Yorkshire C	73%
Kingston-Upon-Hull CC	73%
Leicester CC	78%
Nottingham CC	83%
Peterborough CC	73%
Rotherham MBC	72%
Somerset CC	73%

## 2. Findings (contd)

In relation to the overall household recycling and composting rate Belfast achieved a figure of 26.6 % for the 2009/2010 year. The Northern Ireland Environmental Agency (NIEA) recommendation is that household recycling and composting rates should be 35% by 2009/2010 and the EU Waste Framework Directive stipulates that a rate of 50 % should be achieved by 2020. If Belfast City Council fails to comply with these targets hefty fines will be imposed.

From the information gathered it can be seen that higher recycling & composting rates are being achieved in Palmerston HRC which is staffed with three Recycling Operatives per shift. Senior management have also verified that with the extra staff at this site and at Ormeau HRC better customer care and support to users can be provided. The Waste Management Service has developed a Customer Care Charter (see Appendix 4) that sets out the service levels it is implementing across the service.

The recycling receptacles provided for public use at each site are tabled in Appendix 3. The size of each HRC is also listed in this table. Blackstaff Way HRC is the largest site and has more roll-on roll-off skips than any other sites. If we compare the total number of recycling receptacles at each site it is evident that Palmerston Road HRC and Blackstaff Way HRC have the most followed by Alexandra Park Avenue HRC then Ormeau HRC (see below)

Site	Total Receptacles
Palmerston Road HRC	64
Blackstaff Way HRC	63
Alexandra Park Avenue HRC	53
Ormeau HRC	44

## 2. Findings (contd)

### ***Transfer of Recycling Operatives***

Taking all of the gathered information and analysis into consideration the transfer of Recycling Operatives from Clara Street CAS on its closure to Alexandra Park Avenue HRC and Blackstaff Way HRC would standardise staffing levels at all HRC's and would provide the staffing resources to ensure that more efficient and effective operations are achievable at all sites. The increase in staffing at Alexandra Park Avenue HRC and Blackstaff Way HRC would also enable the service to make the following improvements at these sites: -

- Improve manual handling practices and reduce the number of industrial injuries at the sites
- Improve health and safety at the sites for users and staff
- Increase levels of promotion and education at the sites to meet customer service levels
- Improve work planning / programming activities at the sites
- Improve the opportunity for staff training
- Improve control over commercial waste users
- Improvements in the monitoring and supervision of contractors on site
- Improvements in the implementation of good practice and customer care therefore enabling the service to meet service standards set within its customer care charter
- Reduce the risks associated with non compliance to legislative and operational requirements

This transfer of staff will be an investment in resources at the HRC's that will assist the service to improve the percentage of recycled and composed wastes achieved at the facilities. This in turn will assist the Council in reducing or avoiding fines imposed if it fails to meet imposed recycling targets.

At present the service provides cover for sickness by bringing in staff that are paid at overtime rates during the period of cover. By increasing the number of Recycling Operatives per shift to three at each site it is anticipated that the service will not have to provide cover if only one member of staff is absent from any site, which will reduce overtime payments currently paid for this practice.

## 2. Findings (contd)

The total cost of overtime at the HRC's and CAS for the period Jan-Dec 2009 was £162,340. This level of overtime is substantial and can not be sustained. It is essential that Waste Management's senior management take the appropriate steps to reduce the overtime at the HRC's and CAS to more acceptable levels.

The Waste Management Service conducted an analysis of overtime for November 2009 and a breakdown of this is below:

65%	cover for sickness absence
16%	cover for annual leave
10%	cover for training absence
9%	not determined

As a result of this analysis the service will be taking a number of actions in an effort to reduce the overtime levels currently being experienced. These actions include;

- revising the shift patterns worked by staff at the HRC's and CAS's to remove all overtime requirements
- ensuring overtime sheets are completed noting the reason for the overtime
- ensuring that staff who are working overtime stand down once the operatives on the second shift begin work
- producing an overtime rota for both full-time and part-time staff to provide cover for absences as necessary
- closer monitoring of the weekly rotas
- ensuring that the councils attendance policy is adhered to at all times

### ***Transfer of Recycling Supervisors***

Each HRC has two Recycling Supervisors; Clara Street is the only CAS that is also staffed with Recycling Supervisors. It was necessary to have supervisors at this site due to its size, its partial development to becoming a fully operational recycling centre and the particular operational difficulties experienced at this site. There are eight Recycling Supervisor posts at the HRC's, currently these are all filled. As mentioned earlier in this report the Waste Management Service is currently investigating the development of a further HRC at the former "Mackie's" site on the Springfield Road and it is anticipated that if this comes to fruition the new recycling centre will not be in place till at least 2013. At this time two Recycling Supervisor posts will be required at this site.

## 2. Findings (contd)

BIS have consulted with the Head of Waste Management and senior managers to investigate the need for the two Recycling Supervisors from Clara Street during the interim period from the closure of Clara Street until such times that another HRC is developed and is operational. Waste Management have identified operational inefficiencies at the HRC's that must be addressed to enable the council to be better positioned to meet its recycling targets and legislative responsibilities. Senior management from the Waste Management Service envisage that the operational inefficiencies would be rectified if the service had additional staffing resources at the HRC's for a period of time. The work required to make the necessary operational improvements is part of the Recycling Supervisors role and area of responsibility, but due to operational pressures and the nature of the work, it is difficult to complete on a day to day basis.

The areas of work / projects that have been identified are as follows: -

1. *The implementation of customer care and good practice.* Waste Management are currently working with ARC 21 to ensure that good working practices and procedures are standardised throughout the ARC 21 councils. A detailed questionnaire is to be distributed to all eleven councils and this will identify issues that result must be addressed, and detail working and customer care practices which will need to be revised to ensure standardisation. The Waste Management Service have developed and operate a Customer Care Charter, this and any amendments emanating from this project work can be embedded on site.
2. *To promote and educate the users of the sites in the benefits of waste segregation and recycling as opposed to the disposal of waste.* This would involve developing the most appropriate way to display information to the public, for example, face to face consultation, installing kiosks and displays. Waste Management are to trial new and innovative approaches such as displaying monthly recycling rates and painting the cost to remove each type of skip on the ground in front of them There is also the need to educate users on the processing and uses of materials that have been recycled.

## 2. Findings (contd)

3. *Conduct a study to determine if there are any opportunities for the generation of additional income at the HRC's, taking into account the current financial climate.* For example the Recycling Supervisors could conduct a survey to establish if it would be viable to accept specific commercial wastes and make a reasonable charge for doing so.
4. *To conduct a commercial waste study – the HRC's are licensed to receive household wastes only but the service is experiencing difficulties with small businesses using the sites to dispose of commercial wastes. Whilst this activity continues the service is in breach of its license conditions. This would involve staff in conducting a study to identify the nature and extent of this problem, developing a way forward in dealing with the problem and ultimately introducing enforcement actions as necessary.*
5. *To conduct a bulky household waste handling study – the handling of large items on site is a regular activity. Although staff have been trained in the appropriate manual handling techniques and equipment is provided, staff are still being injured when handling bulky and heavy items. It is envisaged that the supervisors will investigate safer manual handling techniques, better suited equipment and develop procedures to ensure its enforcement.*
6. Emanating from new stricter EU and UK waste regulations and legislation councils are now required to ensure that all licences and permissions are up to date and are clearly displayed at all sites. Waste regulations and legislation are changing frequently and it is proposed that the *Recycling Supervisors would review the current arrangements for displaying licences and permissions and update these as necessary.*

Senior management from the service believe the completion of this work on a project basis would be the most effective way to have the work progressed and would deliver the greatest benefit to the service. It is envisaged that the work could be completed by releasing two Recycling Supervisors from their day to day responsibilities for a period of time. This would be done through expressions of interest and the officers would be rotated as required. Depending on the results of the expression of interest exercise the

## 2. Findings (contd)

two supervisors from Clara Street CAS may be appointed to undertake the project work or transferred to provide cover for the supervisors who are undertaking the projects.

The additional resources required to provide the capacity for the service to carry out the project work could be obtained by redeploying the two Recycling Supervisors from Clara Street CAS. The primary role of the two officers selected to undertake the project work will remain that of a supervisor at recycling centres, providing cover for leave, sickness and training. However this approach will enable the service to provide the necessary cover when Recycling Supervisors are released to carry out project work and will negate the need to provide cover from other members of staff on overtime rates. This would also enable the service to provide additional supervisory cover for CAS sites if required.

With the closure of Clara Street CAS overtime levels will be reduced by **£11,500** (Jan-Dec 2009, this excludes the overtime associated with late night opening). With the transfer of staff to the remaining HRC's the requirement to provide cover for absence and pay overtime for this will also be reduced. Following discussions with the Divisional Manager (Business Support) it was estimated, if the service implements and maintains the actions identified to reduce the levels of overtime, continue to manage and monitor overtime levels and ensure the attendance policy is adhered to, that overtime levels can be reduced by approximately a further **25%, £29,500**.

### **Shift Patterns employed at the HRC's**

Another purpose of this review was to review the current shift patterns employed at the HRC's/CAS. As stated in the current situation each site operates two shifts on a daily basis to provide the appropriate level of staff to cover site opening times. Shift patterns are required for the winter and summer periods as the opening hours are different for each period. Different shift patterns are also required for the different posts working at the HRC's and CAS. Shift patterns are required for the Area Recycling Officers, the Recycling Supervisors /Recycling Operatives and for the part-time Recycling Operatives.

Staff are required to start work 15 minutes before the sites are opened to the public and finish 15 minutes after the sites have been closed to the public. To initiate the review of the current shift patterns, an analysis of the public usage at each site was

## 2. Findings (contd)

conducted to establish hourly usage rates<sup>1</sup> (see Appendix 5). From the summary of this analysis (see table 4 below) the hourly usage rate at the sites during the first hour (between 8.00am-9.00am) was less than 30% of the average hourly usage rate.

It is evident from this analysis that there is very little demand from the public to open the sites at 8.00am in both the winter and summer periods. It can also be seen that the sites are relatively well used between 4.00pm and 5.00pm in the winter evenings.

Public Usage at the HRC's (Vehicle numbers)

Site	Winter Usage 8am -9am	Summer Usage		Hourly Avg Winter	Hourly Avg Summer
		8am -9am	6pm – 8pm		
Alexandra Pk Ave	9	10	12	27	30
Blackstaff Way	5	7	17	30	30
Palmerston Rd	7	9	15	30	29
Average Usage	7	9	15	29	30

Table 4

Following discussions with the Head of Service and senior management it is proposed to change the site opening time to 8.30am in the winter and summer periods. It is also proposed to extend the closing time of the sites during the winter period to 5.30pm; this would provide residents of Belfast the opportunity to use the sites later into the evening in the winter period. It is anticipated that these changes will result in an increase in the recycling rates obtained during the winter period. Therefore the proposed opening hours for the sites in the winter are the following:

### Proposed Opening Hours - Winter Period

#### October to March

Saturday	9.00am to 5.00pm
Sunday	12.00pm to 5.00pm
Mon – Fri	8.30am to 5.30pm

<sup>1</sup> Vehicles entering sites are counted automatically  
No records of the usage for Ormeau HRC were available for analysis

## 2. Findings (contd)

In the summer period it can be seen that the hourly usage at the sites during late night opening (between 6.00pm-8.00pm) was approximately 50% of the average hourly usage. This would indicate that opening the HRC's to 8.00pm five evenings per week during the summer period is an inefficient use of resources.

Following consultation with the Head of Service and senior management three options were developed: -

- *Option 1* - to keep the sites open to 8.00pm on Wednesday only (one late night)
- *Option 2* -to keep the sites open to 8.00pm on Wednesday and Friday (two late nights)
- *Option 3* - to keep the sites open to 8.00pm on Monday, Wednesday and Friday (three late nights).

Taking into consideration the economic successes achieved by Belfast's retail industry from its traditional "late opening" one night per week, it is the services preference that the HRC's are open late to 8.00pm on Wednesday evenings only during the summer and that they are open to 5.30pm on the other week day evenings. Therefore, the proposed opening hours for the sites in the summer period are the following:

### **Proposed Opening Hours - Summer Period April to September**

Saturday	9.00am to 5.00pm
Sunday	12.00pm to 5.00pm
Monday, Tuesday	8.30am to 5.30pm
Thursday, Friday	
Wednesday	8.30am to 8.00pm

BIS collected information regarding the opening hours and services provided by other Councils within the ARC 21 group and throughout Northern Ireland (see Appendix 6). All of the councils provide late night opening in the summer; this was varied with some opening later on five evenings and some on four. Unfortunately details of usage levels on late night openings could not be obtained. Approximately half of the councils did not open their sites to the public on Sunday at any time of the year.

## 2. Findings (contd)

New shift patterns (see Appendix 7) were then developed around the proposed new opening hours. When developing the new shift pattern options the requirement to cover late night opening on all occasions was built into the shift pattern. At present the current shift patterns only cover late openings on Monday, Wednesday and Friday. On Tuesday and Thursday evenings staff are paid overtime rates or additional hours to cover the hours between the end of the shift and closing time. Removing the need for this will provide the service with **savings of approximately £33,000 per annum**.

The reduction in the number of late night openings will significantly increase the overlap between the two shifts in operation. This will increase the number of staff at each site during the overlap period and it is anticipated this will have the following impact:

- Improve manual handling practices and reduce the number of industrial injuries at the sites
- Improve health and safety at the sites for users and staff
- Increase levels of promotion and education at the sites in relation to use of the sites, materials recycling, how materials are processed and their end uses
- Improve opportunities to plan / programme work activities at the sites
- Improve the opportunity for staff training during the summer period
- Increase control over commercial waste users
- Improve the monitoring and supervision of contractors on site
- Improve in the implementation of good practice and customer care enabling the Service to meet service standards set within its Customer Care Charter
- Reduce the risks associated with non compliance to legislative and operational requirements
- Reduce the need to bring in additional staff to cover for absences, this will reduce levels of overtime payments currently paid for this practice

## 2. Findings (contd)

### Communication with stakeholders

During the course of this review, staff and the trade unions were consulted to discuss the proposals to:-

- redeploy staff from Clara street CAS once the site is closed to avoid redundancies
- revise the current opening hours of the HRC's and CAS
- revise the current shift patterns

Staff and the trade unions were provided with copies of the proposed shift patterns and opening hours. Staff also preferred the proposed option to work one late night in the summer period (Option 1). BIS also consulted with Human Resources at both departmental and corporate levels to discuss any issues that may emanate from the redeployment of staff from Clara Street CAS to other sites and to examine any potential impact on the terms and conditions of employment of staff at the sites from implementing changes to their shift patterns and starting/finishing times. No major human resource issues were identified during consultation

Financial Services were also consulted when new shift patterns were developed to examine the impact on staff from changing their starting and finishing times and reducing the number of later evenings worked in the summer. The introduction of the shift pattern based upon Option 1 will not impact on the staffs current shift allowance, the only change that staff would experience financially would be a reduction in overtime payments. The reduction in overtime payments will assist the council in meeting its efficiency agenda.

Once the options were developed for the changes to the shift patterns and site opening hours the Director recommended to the Health and Environmental Services Committee, 3<sup>rd</sup> March 2010, that officers from the Waste Management Service and BIS meet with each of the Party Groups in order to brief them on the proposals prior to reporting back to committee .

When the new site opening hours at the HRC's and CAS have been adopted and are implemented it is recommended that the Waste Management Service consults with customers on a regular basis to ensure that the site opening hours meet their needs.

## **2. Findings (contd)**

At present the service's Customer Care Charter makes provision for consultation with customers and provides them with the opportunity to comment on issues such as the suitability of opening hours, closure days and other pertinent issues.

As part of Waste Management Service's implementation of the revised opening hours it is expected that a comprehensive communication plan is developed to ensure that its customers are informed in advance of the changes. The service must also make the appropriate changes to all signage at the sites.

### 3. Conclusions

#### Transfer of Staff

As discussed in the previous section of this report, the recycling rates at HRC's that are staffed with one Recycling Supervisor and three Recycling Operatives (Palmerston Road and Ormeau HRC's) have improved steadily since 2007. Senior Management believe this is attributed to the fact that Palmerston Road HRC and Ormeau HRC have higher staffing levels than the others and as such can provide better customer care and support to users. Staff at these sites have the opportunity to conduct more focused education and promotion of recycling and can provide better customer care. The transfer of Recycling Operatives from Clara Street CAS on its closure to Alexandra Park Avenue HRC and Blackstaff Way HRC would standardise the staffing levels at all HRC's and would provide the staffing resources to ensure that efficient and effective operations are achieved at all sites. It is envisaged that the service will also experience increased recycling rates and various other improvements at these sites.

Operational inefficiencies at HRC's have been identified that must be addressed to enable the council to be better positioned to meet its recycling targets and legislative responsibilities. It is envisaged that these could be rectified if the service had additional staffing resources at the HRC's for an interim period to conduct improvement projects and address the operational inefficiencies. It is envisaged that the redeployment of the two Recycling Supervisors from Clara Street CAS on its closure to other HRC's would provide the additional resources to allow the improvement projects to proceed.

The transfer of staff from Clara Street CAS on its closure to the HRC's is an investment in resources that will assist the service to improve the percentage of recycled and composed wastes achieved at the facilities. This in turn will assist the Council in reducing or avoiding fines imposed if recycling targets are not achieved.

With the closure of Clara Street CAS overtime levels will be reduced by **£11,500** (see page 19). With the transfer of staff to the four HRC's the requirement to provide cover for absence and pay overtime for this will also be reduced. If the service implement and maintain the actions identified to reduce the levels of overtime it is estimated that overtime levels can be reduced by a further **25% (£29,500)** (see page 19).

### 3. Conclusions (contd)

#### **HRC/CAS Opening Hours and Shift Patterns**

An analysis of the public usage figures at HRC's has shown that the opening hours of the sites could be amended to better suit public demand and deliver improved use of council resources. It was found that the public use of the sites was very low between 8.00am and 9.00am throughout the whole year. It was also found that the public hourly usage of the HRC's between 6.00pm and 8.00pm on week nights during the summer was approximately 50% less than the average hourly usage (see Appendix 5). Based on these figures it is proposed to amend the opening hours and shift patterns. This will enable the service to significantly reduce the level of overtime payments currently being made by **£33,000** (see page 22). The impact of reducing the number of evenings that the sites are opened late will enable the service to make considerable operational improvements.

It is believed that the increased manning levels at Alexandra Park Avenue HRC and Blackstaff Way, the additional staffing resources to carry out improvement projects on site, and the revised opening hours and shift patterns will assist the service in improving the household recycling and composting rates to meet EU and national targets imposed on the council.

## 4. Recommendations

These recommendations are based on the objective analysis of the information gathered and issues raised from consultation with management, along with the consideration of the research conducted. It is recommended that the following recommendations are adopted: -

- That the four Recycling Operatives from Clara Street CAS are transferred on its closure to Alexandra Park Avenue HRC and Blackstaff Way HRC, which would standardise the staffing levels at all HRC's and provide the staffing resources to ensure that efficient and effective operations are achieved at all sites.
- That Waste Managements senior management take appropriate steps to reduce the overtime at the HRC's and CAS to more acceptable levels.
- That the two Recycling Supervisors from Clara Street CAS are transferred on its closure, on an interim basis across all HRC's, to provide additional staffing resources to enable the completion of improvement projects. It is also recommended that this is continued until such times that the additional HRC is developed and is operational. If the development of this additional HRC is not realised it is recommended that Waste Management review the requirement for these additional Recycling Supervisor posts.
- That the proposed opening and closing times for the winter and summer periods are adopted.
- That the proposed shift patterns for staff working at the HRC's and CAS are adopted.
- That the Waste Management Service consults with Members and customers on a regular basis to ensure that the site opening hours meet their needs.
- That a communication plan is developed to ensure that customers are informed in advance of the changes to the opening hours. The service must also make the appropriate changes to all signage at the sites

## 5. Resource implications

### 5.1 Financial Implications

The financial implications of implementing the outlined recommendations would be an estimated saving of £74,000 per annum. This saving is based on reducing overtime payments achieved from the revised shift patterns, the closure of Clara Street CAS and the redeployment of staff from Clara Street CAS to the four HRC's thus reducing the need to provide cover for absence. The savings of £74,000 per annum can be summarised as follows:

#### Estimated Savings

(based on 2009/10 salary scales)

Description	Cost per annum
Savings from the removal of overtime costs to cover late night opening (gap in shift – 7 hrs per wk across 7 sites)	£33,000
Savings in overtime from the closure of Clara Street	£11,500
Savings from the redeployment of staff and reduction in absence cover	£29,500
<b>Total savings per annum</b>	<b>£74,000</b>

It is also anticipated that additional savings and income generation may also be achieved from the project work that will be carried out.

### 5.2 Human Resource Implications

BIS, as part of this review has conducted detailed consultation with all relevant stakeholders including HR and Trade Union Co-ordinators to develop an implementation plan which is fully in accordance with all relevant HR policies and procedures.

The purpose of this review is two-fold;

1. to investigate the staffing levels at the Household Recycling Centres (HRC's) to accommodate the re-deployment of existing staff from Clara Street Civic Amenity Site (CAS) once the site is closed to avoid redundancies. If the recommendations made in this report are adopted by council redundancies will have been avoided.

## 5. Resource implications (contd)

The redeployment of staff to other sites has been catered for within the personal specification of the posts in that staff “will be required to work in and/or visit other locations”. The redeployment of staff will be conducted by departmental HR under existing HR policy and procedures.

2. to review the current shift patterns employed at the HRC’s and CAS. Although the revised shift patterns will impact on staffs’ starting and finishing times, this will not constitute a change to the post-holders terms and conditions of employment as their personal specification states that “the shift rotas are subject to change and the successful applicants will be expected to work any new shift rota adopted by the Council.” Any additional HR considerations will be dealt with in conjunction with departmental and corporate HR policies and procedures.

## **6. Next steps and implementation**

Outlined below are the key next steps to be undertaken by the Service if Vetting/ Committee approval is obtained for the proposed recommendations:-

- ⇒ Consultation with Members.
- ⇒ Report to be presented to Vetting Panel / Committee for approval.
- ⇒ Report presented to Council where necessary.
- ⇒ Following approval of the recommendations BIS will provide support as requested to assist in the implementation of the recommendations.
- ⇒ Development of a communications plan developed to ensure that customers are informed in advance of the changes to the opening hours

## 7. Abbreviations

- CAS - Civic Amenity Site(s)
- HRC - Household Recycling Centre(s)
- BIS - Business Improvement Section
- COMT - Chief Officers Management Team
- HR - Human Resources
- TU - Trade Unions
- EU - European Union

**APPENDIX 1**

**CURRENT SHIFT PATTERNS IN OPERATION AT THE HRC'S**

**Appendix 1**

**CURRENT SHIFT PATTERN FOR RECYCLING SUPERVISORS & RECYCLING OPERATIVES**

**WINTER SHIFT 1ST OCT - 31ST MAR**

	SHIFT 1	HOURS	SHIFT 2	HOURS
Sunday	OFF		11.45am-5.15pm	5.5
Monday	10.15am-5.15pm	7	7.45am-3.15pm	7.5
Tuesday	7.45am-5.15pm	9.5	OFF	
Wednesday	7.45am-12.45pm	5	9.45am-5.15pm	7.5
Thursday	OFF		7.45am-5.15pm	9.5
Friday	10.15am-5.15pm	7	7.45am-2.45pm	7
Saturday	8.45am-5.15pm	8.5	OFF	
		37		37

**SUMMER SHIFT 1ST APRIL - 30TH SEPT**

	SHIFT 1	HOURS	SHIFT 2	HOURS	
Sunday	OFF		11.45am-5.15pm	5.5	
Monday	1.15pm-8.15pm	7	7.45am-3.15pm	7.5	
Tuesday	7.45am-4.45pm	9	OFF		3.5 O/T
Wednesday	7.45am-12.45pm	5	12.15pm-8.15pm	8	
Thursday	OFF		7.45am-4.45pm	9	3.5 O/T
Friday	12.45pm-8.15pm	7.5	7.45am-2.45pm	7	
Saturday	8.45am-5.15pm	8.5	OFF		
		37		37	

**Current Site Opening Times**

**1ST OCT - 31ST MAR**

Monday - Friday 8am - 5pm  
 Saturday 9am - 5pm  
 Sunday 12pm - 5pm

**1 APR - 30 SEP**

Monday - Friday 8am - 8pm  
 Saturday 9am - 5pm  
 Sunday 12pm - 5pm

**CURRENT SHIFT PATTERN FOR PART - TIME RECYCLING OPERATIVES**

**WINTER SHIFT 1ST OCT - 31ST MAR**

	SHIFT 1	HOURS	SHIFT 2	HOURS
Sunday			11.45am - 5.15pm	5.5
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday	8.45am - 5.15pm	8.5		
		8.5		

**SUMMER SHIFT 1ST APRIL - 30TH SEPT**

	SHIFT 1	HOURS	SHIFT 2	HOURS
Sunday			11.45am - 5.15pm	5.5
Monday				
Tuesday	4.45pm - 8.15pm	3.5		
Wednesday				
Thursday			4.45pm - 8.15pm	3.5
Friday				
Saturday	8.45am - 5.15pm	8.5		
		12		9

**Current Site Opening Times**

**1ST OCT - 31ST MAR**

Monday - Friday      8am - 5pm  
 Saturday              9am - 5pm  
 Sunday                 12pm - 5pm

**1 APR - 30 SEP**

Monday - Friday      8am - 8pm  
 Saturday              9am - 5pm  
 Sunday                 12pm - 5pm

**CURRENT AREA RECYCLING OFFICERS SHIFT PATTERNS**

**WINTER ROTA**

	<b>SHIFT 1</b>	<b>Hours</b>
Sunday	1145-1715	5.5
Monday	0745-1545	8
Tuesday	RD	0
Wednesday	0915-1715	8
Thursday	0915-1715	8
Friday	0745-1515	7.5
Saturday	RD	0
Hours		37

	<b>SHIFT 2</b>	<b>Hours</b>
Sunday	RD	0
Monday	0745-1515	7.5
Tuesday	0745-1515	7.5
Wednesday	0745-1515	7.5
Thursday	0745-1515	7.5
Friday	0745-1445	7
Saturday	RD	0
Hours		37

	<b>SHIFT 3</b>	<b>Hours</b>
Sunday	RD	0
Monday	0945-1715	7.5
Tuesday	0945-1715	7.5
Wednesday	0845-1615	7.5
Thursday	0745-1515	7.5
Friday	0745-1445	7
Saturday	RD	0
Hours		37

	<b>SHIFT 4</b>	<b>Hours</b>
Sunday	RD	0
Monday	0945-1615	6.5
Tuesday	0745-1515	7.5
Wednesday	0745-1445	7
Thursday	RD	0
Friday	0945-1715	7.5
Saturday	0845-1715	8.5
Hours		37

Winter Rota 1st October - 31st March

**SUMMER ROTA**

	<b>SHIFT 1</b>	<b>Hours</b>
Sunday	1145 -1715	5.5
Monday	0745-1515	7.5
Tuesday	RD	0
Wednesday	1215-2015	8
Thursday	1215-2015	8

	<b>SHIFT 2</b>	<b>Hours</b>
Sunday	RD	0
Monday	0745-1515	7.5
Tuesday	0745-1515	7.5
Wednesday	0745-1515	7.5
Thursday	0745-1515	7.5

	<b>SHIFT 3</b>	<b>Hours</b>
Sunday	RD	0
Monday	1015-1745	7.5
Tuesday	1015-1745	7.5
Wednesday	1015-1745	7.5
Thursday	1015-1745	7.5

	<b>SHIFT 4</b>	<b>Hours</b>
Sunday	RD	0
Monday	1315-2015	7
Tuesday	1315-2015	7
Wednesday	0745-1515	7.5
Thursday	RD	0

Friday	0945-1745	8
Saturday	RD	0
Hours		37

Friday	0745-1445	7
Saturday	RD	0
Hours		37

Friday	0745-1445	7
Saturday	RD	0
Hours		37

Friday	1315-2015	7
Saturday	0845-1715	8.5
Hours		37

Summer Rota 1st April - 30th  
September

Appendix 2  
Monthly Recycling Figures

Percentages of Recycling and Compostable Materials at Household Recycling Centres and Civic Amenity Sites Oct 08-Sept 09

	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Total
<b>Alexandra Pk Ave HRC</b>													
Total Recycled Waste	230	234	206	219	202	274	288	272	370	346	315	279	3235
Residual Waste	148	130	153	149	159	196	179	180	199	164	143	146	1946
Total Waste Arisings	378	364	359	368	361	470	467	452	569	510	458	425	5181
% Recycled & Composted	61%	64%	57%	60%	56%	58%	62%	60%	65%	68%	69%	66%	62%
<b>Blackstaff Way HRC</b>													
Total Recycled Waste	189	192	170	192	169	213	264	221	312	311	258	250	2739
Residual Waste	190	183	260	190	179	204	238	218	238	236	213	200	2549
Total Waste Arisings	379	376	430	382	348	417	502	439	550	547	471	450	5287
% Recycled & Composted	50%	51%	40%	50%	49%	51%	53%	50%	57%	57%	55%	56%	52%
<b>Palmerston Road HRC</b>													
Total Recycled Waste	232	249	176	224	174	254	322	291	356	349	316	310	3254
Residual Waste	108	116	125	116	93	123	125	128	111	171	136	137	1489
Total Waste Arisings	340	366	301	340	267	377	447	419	467	520	452	447	4743
% Recycled & Composted	68%	68%	58%	66%	65%	67%	72%	69%	76%	67%	70%	69%	69%
<b>Ormeau Park HRC</b>													
Total Recycled Waste	105	115	128	132	106	133	154	166	212	192	164	201	1809
Total Recycled Waste	104	77	67	80	81	85	118	104	84	98	101	98	1097
Total Waste Arisings	210	192	195	212	187	218	272	270	296	290	265	299	2906
% Recycled & Composted	50%	60%	66%	62%	57%	61%	57%	62%	72%	66%	62%	67%	62%
<b>Clara St</b>													
Total Recycled Waste	110	91	109	104	94	130	145	128	155	135	123	147	1471
Residual Waste	332	274	328	303	243	300	322	273	283	291	258	283	3490
Total Waste Arisings	442	365	437	407	337	430	467	401	438	426	381	430	4961
% Recycled & Composted	25%	25%	25%	26%	28%	30%	31%	32%	35%	32%	32%	34%	30%
<b>Springfield Ave CAS</b>													
Total Recycled Waste	12	19	16	13	13	13	18	20	24	18	14	12	194
Residual Waste	115	96	139	102	96	103	116	122	130	127	106	100	1352
Total Waste Arisings	128	115	155	115	109	116	134	142	154	145	120	112	1546
% Recycled & Composted	10%	17%	10%	12%	12%	11%	14%	14%	16%	13%	12%	11%	13%
<b>Agnes St CAS</b>													
Total Recycled Waste	9	8	8	10	7	5	9	7	7	8	5	5	87
Residual Waste	150	120	168	137	105	130	165	180	198	171	178	176	1878
Total Waste Arisings	159	128	175	147	112	135	174	187	205	179	183	181	1965
% Recycled & Composted	5%	6%	4%	7%	6%	3%	5%	4%	3%	5%	3%	3%	4%

APPENDIX 3

RECYCLING RECEPTACLES AT RECYCLING CENTRES

## RECYCLING RECEPTICALS AT THE RECYCLING CENTRES

	Palmerston HRC	Ormeau HRC	Alexandra Pk Ave HRC	Blackstaff HRC
	1.55 acres	1.41 acres	1.06 acres	1.90 acres
Ro-ro skips	9	9	10	13
Compactors	4	4	5	4
Bottle banks				
Green	5	4	3	4
Brown	5	4	3	4
Clear	5	4	3	4
Can banks	3	3	3	3
Tetra banks	3	4	2	2
Large paper skip	1	1	1	1
Small paper bank	3	2	2	1
Plastic bottle cages	0	1	2	2
Bee-hive plastic bottles	2	1		0
Gas bottle cage	1	1	1	1
Oxygen bottle cage	1	1	1	1
Chemical lock-up	2	1		1
CRT container	2	1	1	1
Tyre container	1	1	1	1
Plaster board skip	1	1	1	1
Battery banks - car	2	1	2	2
Battery banks - household	2	0	1	0
Paint containers	4	0	4	3
Waste oil container	1	0	2	1
Cooking oil	1	0	1	1
Fluorescent tube boxes	2	0	2	2
Clothing Bank	4	0	7	0
Book Banks	0	0	3	0
Aerosol bin	0	0	1	0
Quarantine area	0	0	1	0

Appendix 4

Waste Management Service Customer Care Charter

## **Waste Management Service Customer Service Standards**

### **Introduction**

We are committed to providing a high standard of customer service to all residents in Belfast. We believe that you have the right to know what level of service you can expect from us all the time - even in those rare moments when things don't go as planned. This charter describes what we do and contains details of the standards of customer service that you can expect from us.

It is the aim of all the staff in Waste Management to:

- be welcoming, fair, courteous and respectful in dealing with all enquiries
- deliver a uniform and consistent service
- provide clear, concise and prompt communication on all correspondence
- perform product delivery within set targets, and
- embrace innovation and best practice.

Thank you for taking time to read this information, and if we fail to deliver on our promise, targets or commitment to you, we welcome your comments.

The services we provide:

- buying a bin
- public toilets
- household recycling centres
- recycling bring banks
- waste management helpline and support services
- abandoned vehicles
- asbestos collections
- promotion and education
- household waste assessments

### **1. Buying a new bin**

**Aim:** To deliver a purchased bin within five working days of receipt of payment.

**What you get:** The bin will be delivered to your home, after we receive payment in full.

**How can customers help us?** Please make sure you give us the correct delivery and contact details (especially daytime contact number).

**Target:** To deliver 90% of purchased bins within five working days of receipt of payment. Web link: [How to get a new bin](#)

### **2. Public toilets**

**Aim:** To provide public toilets which are clean, safe and accessible.

**What you get:** Public toilets all over the city that open according to publicised opening hours, except for automatic toilets which remain open twenty-four hours, and

the retractable urinal at Shaftesbury Square in Belfast which opens 10pm-6am nightly.

**What we don't do:** We do not have responsibility for toilets not provided by Belfast City Council. All our toilets are marked with our logo.

**How can customers help us?**

You can help us maintain high standards by giving us feedback on our toilets via telephone, email or letter.

**Target:** To provide public toilets which meet standards set by the British Toilet Association. Web link: [Find your nearest public toilet](#)

### 3. Household recycling centres

**Aim:** To provide recycling centres across Belfast, keeping them in a clean and useable state for customers and ensuring they stay open as according to the published opening hours.

**What you get:**

- Easily accessible, state of the art recycling centres in the North, South, East and West of the city.
- Centres that have regular opening hours, are emptied and cleaned regularly.
- Knowledgeable recycling centre staff to give you advice, guidance and physical assistance on site when required on recycling.

**What we don't do:** We will not accept

- Asbestos or waste from commercial enterprises at any of Belfast City Council household recycling centres.
- Large quantities of Brick Rubble Waste (over 40kg) at any Belfast City Council household recycling centre.

**How can customers help us?**

- Adhering to all site instructions.
- Putting recycling materials in the correct bank.
- Complying with any health and safety instructions on site or requests from staff.

**Target:** To make sure our household recycling centres stay open 90% of the time, excluding periods of refurbishment or forced closure. Web Link: [List of recycling centres](#)

### 4. Glass recycling banks

**Aim:** To provide glass recycling facilities in local communities, with the aim of diverting recyclable material from landfill. To make sure the sites are emptied at

regular intervals, keeping them from overflowing and maintaining them in a clean and useable state for customers

**What you get:** Glass recycling facilities for clear, brown and green glass all over the city.

**What we don't do:** Recycling banks for other recyclable materials

**How can customers help us?** By (i) suggesting potential sites within the community that might be suitable for glass recycling banks (ii) leaving the site clean (taking away plastic bags and cardboard boxes) (iii) putting the correct type of glass in the correct bank and (iv) telling us about any untidy sites, particularly those that are overflowing.

**Target:** To ensure that in 95% of all cases there will be adequate space for you to deposit your recyclable materials at each location. Web Link: [List of bottle banks](#)

## 5. Waste Management Helpline & Support Services

**Aim:** To provide a pleasant, reliable and efficient service to all our customers, and satisfactorily deal with any queries or complaints received.

**What you get:** Staff to deal with requests for bins, recycling information, and to handle reports of abandoned vehicles or comments about the service. The helpline is staffed Monday to Thursday 8.30am – 5pm, Friday 8.30am - 4.30pm (excluding bank and public holidays).

**What we don't do:** We do not provide information on your bin collections. This is dealt with by Cleansing Services. You can find information on this by visiting [www.belfastcity.gov.uk/wastecollections](http://www.belfastcity.gov.uk/wastecollections) or by calling them on 028 9027 0230.

**How can customers help us?** By providing helpline staff with all the relevant details when making an enquiry.

**Target:** To (i) respond to 90% of calls within 15 seconds (ii) acknowledge written enquiries (email and letter) within 5 working days. Written responses will be dealt with within 15 working days of the date of acknowledgement.

## 6. Abandoned vehicles

**Aim:** To provide a reliable service for the removal of abandoned vehicles from the public highway and open land.

**What you get:** An enforcement operation that serves a seven day notice on offending vehicles, and a vehicle uplift and removal service following the seven day notification period.

**What we don't do:** We don't remove vehicles suspected of being used for crime or other antisocial activities. However we will work in partnership with other agencies in all circumstances where abandoned vehicles have been identified. If you suspect this is the case please contact the police immediately.

**How can customers help us?** Please notify us when you suspect a vehicle has been abandoned in your area. You can report this by calling us on 0800 032 8100.

**Target:** To (i) respond to reported abandoned vehicles within two working days (ii) remove abandoned vehicles within 1 working day of the expiry of the seven day notice. Web link: [Find out about abandoned vehicles](#)

## 7. Asbestos collections

**Aim:** We aim to collect small amounts of asbestos for householders who pre-book the collection by calling the Waste Management Helpline on 0800 032 8100 (asbestos is classified as a hazardous material and must be handled with care.)

**What you get:** An asbestos collection service for householders in the Belfast City Council area. We will send householders who contact us two asbestos collection bags which must be used to hold the asbestos. We will accept up to 120kg of asbestos but it must be enclosed with care in the bags we send you. Also, due to the specialised nature of the service, Waste Management can only arrange collections once per month. Asbestos product should not be broken up. Householders will have to provide appropriate plastic sheeting and seal packages.

**What is not provided:** We will not collect asbestos that weighs over 120kg and we will not collect asbestos that has been removed by a commercial contractor. Also, we will not collect asbestos outside the Belfast City Council area. If our contractor arrives to collect and your asbestos does not meet the requirements outlined we will reject the asbestos and you will have to arrange your own collection.

**Target:** To collect asbestos within thirty days of receiving your telephone or online request. In the interim period it is your responsibility to keep this waste safely covered in suitable asbestos storage bags or sheeting. Bags will be sent out within one working day of being requested. Web link: [Find out about asbestos collections](#)

## 8. Promotion and education

**Aim:** To promote the waste management hierarchy throughout Belfast and provide information on waste reduction and recycling initiatives.

**What you get:** Presentations and talks on recycling issues for interested groups (including businesses, schools and community groups). We also host and participate in a wide range of events.

**How can customers help us?** Ask us questions, suggest ways we could improve recycling and waste reduction initiatives in Belfast. We are happy to answer any queries you may have on recycling issues but we always want to hear your views. Please contact us on 0800 032 8100 or email [wasteeducation@belfastcity.gov.uk](mailto:wasteeducation@belfastcity.gov.uk)

**Target:** To (i) answer you query immediately or within three working days of your question (ii) agree a date for recycling presentation or talk, within 5 working days of receiving the initial request. Web link: [Find out about waste education opportunities](#)

## 9. Household waste assessments

**Aim:** To educate, advise and facilitate householders who require extra help with their household waste.

**What you get:** A home visit from a Resource Advisor about household waste and recycling. A Resource Advisor will give information and advice on what is acceptable in each household bin. They can also do assessments which will show if additional bin capacity is required.

**How can customers help us?** If you think you would benefit from a home visit from one of our Resource Advisors regarding waste and recycling issues or feel that you are struggling with your bin capacity please make an appointment by calling 0800 032 8100. Our team will be happy to speak with you.

**Target:** To carry out an assessment within 10 working days of receiving the initial request.

Appendix 5

Public Usage Rates at HRC's

## Alexandra Park Avenue HRC

### Winter Period

Jan-09	Feb-09	Mar-09	Oct-09	Nov-09	Dec-09																																																																																																																																				
Not Available	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Time</th> <th>Monthly Total</th> <th>Hourly Average</th> </tr> </thead> <tbody> <tr><td>09:00:00</td><td>201</td><td>7</td></tr> <tr><td>10:00:00</td><td>634</td><td>23</td></tr> <tr><td>11:00:00</td><td>741</td><td>26</td></tr> <tr><td>12:00:00</td><td>908</td><td>32</td></tr> <tr><td>13:00:00</td><td>911</td><td>33</td></tr> <tr><td>14:00:00</td><td>933</td><td>33</td></tr> <tr><td>15:00:00</td><td>815</td><td>29</td></tr> <tr><td>16:00:00</td><td>831</td><td>30</td></tr> <tr><td>17:00:00</td><td>568</td><td>20</td></tr> <tr><td><b>Total</b></td><td><b>6542</b></td><td></td></tr> </tbody> </table>	Time	Monthly Total	Hourly Average	09:00:00	201	7	10:00:00	634	23	11:00:00	741	26	12:00:00	908	32	13:00:00	911	33	14:00:00	933	33	15:00:00	815	29	16:00:00	831	30	17:00:00	568	20	<b>Total</b>	<b>6542</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Time</th> <th>Monthly Total</th> <th>Hourly Average</th> </tr> </thead> <tbody> <tr><td>09:00:00</td><td>265</td><td>9</td></tr> <tr><td>10:00:00</td><td>740</td><td>25</td></tr> <tr><td>11:00:00</td><td>877</td><td>29</td></tr> <tr><td>12:00:00</td><td>1050</td><td>35</td></tr> <tr><td>13:00:00</td><td>868</td><td>29</td></tr> <tr><td>14:00:00</td><td>863</td><td>29</td></tr> <tr><td>15:00:00</td><td>1066</td><td>36</td></tr> <tr><td>16:00:00</td><td>839</td><td>28</td></tr> <tr><td>17:00:00</td><td>583</td><td>19</td></tr> <tr><td><b>Total</b></td><td><b>7148</b></td><td></td></tr> </tbody> </table>	Time	Monthly Total	Hourly Average	09:00:00	265	9	10:00:00	740	25	11:00:00	877	29	12:00:00	1050	35	13:00:00	868	29	14:00:00	863	29	15:00:00	1066	36	16:00:00	839	28	17:00:00	583	19	<b>Total</b>	<b>7148</b>		Not Available	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Time</th> <th>Monthly Total</th> <th>Hourly Average</th> </tr> </thead> <tbody> <tr><td>09:00:00</td><td>257</td><td>9</td></tr> <tr><td>10:00:00</td><td>595</td><td>20</td></tr> <tr><td>11:00:00</td><td>755</td><td>25</td></tr> <tr><td>12:00:00</td><td>787</td><td>26</td></tr> <tr><td>13:00:00</td><td>990</td><td>33</td></tr> <tr><td>14:00:00</td><td>1019</td><td>34</td></tr> <tr><td>15:00:00</td><td>1019</td><td>34</td></tr> <tr><td>16:00:00</td><td>934</td><td>31</td></tr> <tr><td>17:00:00</td><td>616</td><td>21</td></tr> <tr><td><b>Total</b></td><td><b>6972</b></td><td></td></tr> </tbody> </table>	Time	Monthly Total	Hourly Average	09:00:00	257	9	10:00:00	595	20	11:00:00	755	25	12:00:00	787	26	13:00:00	990	33	14:00:00	1019	34	15:00:00	1019	34	16:00:00	934	31	17:00:00	616	21	<b>Total</b>	<b>6972</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Time</th> <th>Monthly Total</th> <th>Hourly Average</th> </tr> </thead> <tbody> <tr><td>09:00:00</td><td>390</td><td>13</td></tr> <tr><td>10:00:00</td><td>647</td><td>22</td></tr> <tr><td>11:00:00</td><td>924</td><td>31</td></tr> <tr><td>12:00:00</td><td>1137</td><td>38</td></tr> <tr><td>13:00:00</td><td>1371</td><td>46</td></tr> <tr><td>14:00:00</td><td>1183</td><td>39</td></tr> <tr><td>15:00:00</td><td>1027</td><td>34</td></tr> <tr><td>16:00:00</td><td>966</td><td>32</td></tr> <tr><td>17:00:00</td><td>813</td><td>27</td></tr> <tr><td><b>Total</b></td><td><b>8717</b></td><td></td></tr> </tbody> </table>	Time	Monthly Total	Hourly Average	09:00:00	390	13	10:00:00	647	22	11:00:00	924	31	12:00:00	1137	38	13:00:00	1371	46	14:00:00	1183	39	15:00:00	1027	34	16:00:00	966	32	17:00:00	813	27	<b>Total</b>	<b>8717</b>	
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### Summer Period

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**Palmerston Road HRC**

**Winter Period**

Jan-09	Feb-09	Mar-09	Oct-09	Nov-09	Dec-09																																																																																																																																				
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**Summer Period**

Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09																																																																																																																														
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\* Monthly total only for 14 days for May

## Blackstaff Way HRC

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Jan-09	Feb-09	Mar-09	Oct-09	Nov-09	Dec-09																																																																																																																																				
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### Summer Period

Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09																																																																																																																																																																																																																																																												
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17:00:00	947	31																																																																																																																																																																																																																																																															
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20:00:00	447	15																																																																																																																																																																																																																																																															
<b>Total</b>	<b>10241</b>																																																																																																																																																																																																																																																																

Appendix 6

Opening Times – Arc21 councils

## Opening Times at HRC's - arc21 Councils

Council	Site	Summer			Winter	
<b>Antrim</b>	Craigmore					
	Newpark	Mon-Fri	08:00-21:00		Mon-Fri	08:00-21:00
		Sat	08:00-18:00		Sat	08:00-18:00
	Crumlin	Mon-Fri	09:00-21:00		Mon-Fri	09:00-21:00
Sat		09:00-18:00		Sat	09:00-18:00	
<b>Ards</b>	North Road					
	Glen Link	Mon-Fri	08:00-20:00		Mon-Fri	08:00-16:30
	Railway Street	Sat	08:00-16:00		Sat	08:00-16:00
	Moss Road				Sun	CLOSED
<b>Ballymena</b>	Parsonage Road					
	Waveney Road					
		Mon-Thur			Mon-Fri	07:45-16:15
		April	07:45-18:30		Sat	07:45-16:00
		May	07:45-19:00		Sun	CLOSED
		June	07:45-20:00			
		July	07:45-20:00			
		August	07:45-19:00			
		September	07:45-18:30			
		Friday	07:45-16:15			
		Sat	07:45-16:00			
		Sun	CLOSED			
<b>Carrickfergus</b>	Sullatober	Mon	11:00-21:00		Mon	11:00-16:00
		Tues-Fri	09:00-21:00		Tues-Fri	09:00-16:00
		Sat	09:00-16:30		Sat	09:00-16:30
		Sun	09:00-16:30		Sun	09:00-16:30
<b>Castlereagh</b>	Comber Road					
	Cregagh Road	Mon-Fri	09:00-20:00		Mon-Fri	09:00-17:00
		Sat	09:00-17:00		Sat	09:00-17:00
		Sun	CLOSED		Sun	CLOSED
<b>Down District</b>	Cloonagh Road	Mon-Thurs	09:00-19:00		Mon-Fri	09:00-18:00
		Fri	09:00-18:00		Sat	09:00-17:00
		Sat	09:00-17:00		Sun	12:00-16:00
		Sun	12:00-16:00			
	Drumanakelly Landfill	Mon-Thurs	08:00-16:00		Mon-Thurs	08:00-16:00
		Fri	08:00-15:00		Fri	08:00-15:00
		Sat	08:00-12:30		Sat	08:00-12:30
		Sun	CLOSED		Sun	CLOSED
<b>Larne</b>	Redlands	Mon-Fri	10:00-20:00		Mon-Fri	10:00-18:00
		Sat	10:00-18:00		Sat	10:00-16:00
		Sun	13:00-18:00		Sun	13:00-16:00
	Glenarm	Mon-Fri	14:00-20:00		Mon-Fri	14:00-18:00
		Sat	14:00-18:00		Sat	14:00-16:00
		Sun	14:00-18:00		Sun	14:00-16:00
<b>Lisburn City</b>	Cutts					
	Drumlough	Mon-Fri	08:00-20:00		Mon-Fri	08:00-17:30
		Sat	08:00-17:30		Sat	08:00-17:30
<b>Newtownabbey</b>	Bruslee	Mon-Fri	08:30-20:30		Mon-Fri	08:30-17:00
		Sat	08:30-17:00		Sat	08:30-17:00
		Sun	08:30-17:00		Sun	08:30-17:00
<b>North Down</b>	Balloo Avenue	Mon-Fri	08:00-20:00		Mon-Fri	08:00-17:00
		Sat	09:00-18:00		Sat	09:00-17:00
		Sun	09:00-18:00		Sun	09:00-17:00

Appendix 7  
Proposed Shift Patterns

**Proposed - Option 1**  
**SHIFT PATTERNS FOR RS & RO**  
 (Recycling Supervisor & Recycling Operative)  
 WINTER SHIFT 1ST OCT - 31ST MAR

	SHIFT 1	HOURS	SHIFT 2	HOURS
Sunday	OFF		11.45am-5.15pm	5.5
Monday	10.45am-5.45pm	7	8.15am-3.15pm	7
Tuesday	8.15am-5.45pm	9.5	OFF	
Wednesday	8.15am-1.15pm	5	9.45am-5.45pm	8
Thursday	OFF		8.15am-5.45pm	9.5
Friday	10.45am-5.45pm	7	8.15am-3.15pm	7
Saturday	8.45am-5.15pm	8.5	OFF	
		37		37

SUMMER SHIFT 1ST APRIL - 30TH SEPT

	SHIFT 1	HOURS	SHIFT 2	HOURS
Sunday	OFF		11.45am-5.15pm	5.5
Monday	10.45am-5.45pm	7	8.15am-3.15pm	7
Tuesday	8.15am-5.45pm	9.5	OFF	
Wednesday	8.15am-3.15pm	7	12.15pm-8.15pm	8
Thursday	OFF		8.15am-5.45pm	9.5
Friday	12.45pm-5.45pm	5	8.15am-3.15pm	7
Saturday	8.45am-5.15pm	8.5	OFF	
		37		37

proposed Site opening times  
 1ST OCT - 31ST MAR

Monday - Friday 8.30am - 5.30pm  
 Saturday 9am - 5pm  
 Sunday 12pm - 5pm

1 APR - 30 SEP

Monday 8.30am - 5.30pm  
 Tuesday 8.30am - 5.30pm  
 Wednesday 8.30am - 8pm  
 Thursday 8.30am - 5.30pm  
 Friday 8.30am - 5.30pm  
 Saturday 9am - 5pm  
 Sunday 12pm - 5pm

**Proposed Option 2**

**SHIFT PATTERNS FOR RS & RO**  
 (Recycling Supervisor & Recycling Operative)  
 WINTER SHIFT 1ST OCT - 31ST MAR

	SHIFT 1	HOURS	SHIFT 2	HOURS
Sunday	OFF		11.45am-5.15pm	5.5
Monday	10.45am-5.45pm	7	8.15am-3.45pm	7.5
Tuesday	8.15am-5.45pm	9.5	OFF	
Wednesday	8.15am-1.15pm	5	10.15am-5.45pm	7.5
Thursday	OFF		8.15am-5.45pm	9.5
Friday	10.45am-5.45pm	7	8.15am-3.15pm	7
Saturday	8.45am-5.15pm	8.5	OFF	
		37		37

SUMMER SHIFT 1ST APRIL - 30TH SEPT

	SHIFT 1	HOURS	SHIFT 2	HOURS
Sunday	OFF		11.45am-5.15pm	5.5
Monday	10.45am-5.45pm	7	8.15am-3.15pm	7
Tuesday	8.15am-5.45pm	9.5	OFF	
Wednesday	8.15am-1.15pm	5	12.15pm-8.15pm	8
Thursday	OFF		8.15am-5.45pm	9.5
Friday	1.15pm-8.15pm	7	8.15am-3.15pm	7
Saturday	8.45am-5.15pm	8.5	OFF	
		37		37

**Proposed Site Opening Times**

1ST OCT - 31ST MAR

Monday - Friday 8.30am - 5.30pm  
 Saturday 9am - 5pm  
 Sunday 12pm - 5pm

1 APR - 30 SEP

Monday 8.30am - 5.30pm  
 Tuesday 8.30am - 5.30pm  
 Wednesday 8.30am - 8pm  
 Thursday 8.30am - 5.30pm  
 Friday 8.30am - 8pm  
 Saturday 9am - 5pm  
 Sunday 12pm - 5pm

**Proposed Option 3**

**SHIFT PATTERNS FOR RS & RO**  
 (Recycling Supervisor & Recycling Operative)  
 WINTER SHIFT 1ST OCT - 31ST MAR

	SHIFT 1	HOURS	SHIFT 2	HOURS
Sunday	OFF		11.45am-5.15pm	5.5
Monday	10.45am-5.45pm	7	8.15am-3.45pm	7.5
Tuesday	8.15am-5.45pm	9.5	OFF	
Wednesday	8.15am-1.15pm	5	10.15am-5.45pm	7.5
Thursday	OFF		8.15am-5.45pm	9.5
Friday	10.45am-5.45pm	7	8.15am-3.15pm	7
Saturday	8.45am-5.15pm	8.5	OFF	
		37		37

SUMMER SHIFT 1ST APRIL - 30TH SEPT

	SHIFT 1	HOURS	SHIFT 2	HOURS
Sunday	OFF		11.45am-5.15pm	5.5
Monday	1.15pm-8.15pm	7	8.15am-3.15pm	7
Tuesday	8.15am-5.45pm	9.5	OFF	
Wednesday	8.15am-1.15pm	5	12.15pm-8.15pm	8
Thursday	OFF		8.15am-5.45pm	9.5
Friday	1.15pm-8.15pm	7	8.15am-3.15pm	7
Saturday	8.45am-5.15pm	8.5	OFF	
		37		37

proposed Site opening times

1ST OCT - 31ST MAR

Monday - Friday 8.30am - 5.30pm

Saturday 9am - 5pm

Sunday 12pm - 5pm

1 APR - 30 SEP

Monday 8.30am - 8.00pm

Tuesday 8.30am - 5.30pm

Wednesday 8.30am - 8.00pm

Thursday 8.30am - 5.30pm

Friday 8.30am - 8.00pm

Saturday 9am - 5pm

Sunday 12pm - 5pm

**Proposed - Option  
Recycling Operative (Part- time)**

WINTER HOURS 1ST OCT - 31ST MAR

	WEEK 1	HOURS	WEEK 2	HOURS
Sunday			11.45am - 5.15pm	5.5
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday	8.45am - 5.15pm	8.5		
		8.5		5.5

SUMMER HOURS 1ST APRIL - 30TH SEPT

	WEEK 1	HOURS	WEEK 2	HOURS
Sunday			11.45am - 5.15pm	5.5
Monday				
Tuesday	2.15pm - 5:45pm	3.5		
Wednesday				
Thursday			2:15pm - 5:45pm	3.5
Friday				
Saturday	8.45am - 5.15pm	8.5		
		12		9

## PROPOSED AREA RECYCLING OFFICERS SHIFT SYSTEM - Option 1

### WINTER ROTA

	SHIFT 1	Hours
Sunday	1145-1715	5.5
Monday	0815-1615	8
Tuesday	RD	0
Wednesday	0945-1745	8
Thursday	0945-1745	8
Friday	0815-1545	7.5
Saturday	RD	0
Hours		37

	SHIFT 2	Hours
Sunday	RD	0
Monday	0815-1545	7.5
Tuesday	0815-1545	7.5
Wednesday	0815-1545	7.5
Thursday	0815-1545	7.5
Friday	0815-1515	7
Saturday	RD	0
Hours		37

	SHIFT 3	Hours
Sunday	RD	0
Monday	1015-1745	7.5
Tuesday	1015-1745	7.5
Wednesday	0915-1645	7.5
Thursday	0815-1545	7.5
Friday	0815-1515	7
Saturday	RD	0
Hours		37

	SHIFT 4	Hours
Sunday	RD	0
Monday	1015-1645	6.5
Tuesday	0815-1545	7.5
Wednesday	0815-1515	7
Thursday	RD	0
Friday	1015-1745	7.5
Saturday	0845-1715	8.5
Hours		37

Winter Rota 1st October - 31st March

### SUMMER ROTA

	SHIFT 1	Hours
Sunday	1145-1715	5.5
Monday	0815-1545	7.5
Tuesday	RD	0
Wednesday	1215-2015	8
Thursday	945-1745	8
Friday	945-1745	8
Saturday	RD	0
Hours		37

	SHIFT 2	Hours
Sunday	RD	0
Monday	0815-1545	7.5
Tuesday	0815-1545	7.5
Wednesday	0815-1545	7.5
Thursday	0815-1545	7.5
Friday	0815-1515	7
Saturday	RD	0
Hours		37

	SHIFT 3	Hours
Sunday	RD	0
Monday	1015-1745	7.5
Tuesday	1015-1745	7.5
Wednesday	1015-1745	7.5
Thursday	1015-1745	7.5
Friday	0815-1515	7
Saturday	RD	0
Hours		37

	SHIFT 4	Hours
Sunday	RD	0
Monday	1045-1745	7
Tuesday	1045-1745	7
Wednesday	0815-1545	7.5
Thursday	RD	0
Friday	1045-1745	7
Saturday	0845-1715	8.5
Hours		37

Summer Rota 1st April - 30th September

## PROPOSED AREA RECYCLING OFFICERS SHIFT SYSTEM - Option 2

### WINTER ROTA

	SHIFT 1	Hours
Sunday	1145-1715	5.5
Monday	0815-1615	8
Tuesday	RD	0
Wednesday	0945-1745	8
Thursday	0945-1745	8
Friday	0815-1545	7.5
Saturday	RD	0
Hours		37

	SHIFT 2	Hours
Sunday	RD	0
Monday	0815-1545	7.5
Tuesday	0815-1545	7.5
Wednesday	0815-1545	7.5
Thursday	0815-1545	7.5
Friday	0815-1515	7
Saturday	RD	0
Hours		37

	SHIFT 3	Hours
Sunday	RD	0
Monday	1015-1745	7.5
Tuesday	1015-1745	7.5
Wednesday	0915-1645	7.5
Thursday	0815-1545	7.5
Friday	0815-1515	7
Saturday	RD	0
Hours		37

	SHIFT 4	Hours
Sunday	RD	0
Monday	1015-1645	6.5
Tuesday	0815-1545	7.5
Wednesday	0815-1515	7
Thursday	RD	0
Friday	1015-1745	7.5
Saturday	0845-1715	8.5
Hours		37

Winter Rota 1st October - 31st March

### SUMMER ROTA

	SHIFT 1	Hours
Sunday	1145-1715	5.5
Monday	0815-1545	7.5
Tuesday	RD	0
Wednesday	1215-2015	8
Thursday	945-1745	8
Friday	945-1745	8
Saturday	RD	0
Hours		37

	SHIFT 2	Hours
Sunday	RD	0
Monday	0815-1545	7.5
Tuesday	0815-1545	7.5
Wednesday	0815-1545	7.5
Thursday	0815-1545	7.5
Friday	0815-1515	7
Saturday	RD	0
Hours		37

	SHIFT 3	Hours
Sunday	RD	0
Monday	1015-1745	7.5
Tuesday	1015-1745	7.5
Wednesday	1015-1745	7.5
Thursday	1015-1745	7.5
Friday	0815-1515	7
Saturday	RD	0
Hours		37

	SHIFT 4	Hours
Sunday	RD	0
Monday	1045-1745	7
Tuesday	1045-1745	7
Wednesday	0815-1545	7.5
Thursday	RD	0
Friday	1315-2015	7
Saturday	0845-1715	8.5
Hours		37

Summer Rota 1st April - 30th September

## PROPOSED AREA RECYCLING OFFICERS SHIFT SYSTEM - Option 3

### WINTER ROTA

	SHIFT 1	Hours
Sunday	1145-1715	5.5
Monday	0815-1615	8
Tuesday	RD	0
Wednesday	0945-1745	8
Thursday	0945-1745	8
Friday	0815-1545	7.5
Saturday	RD	0
Hours		37

	SHIFT 2	Hours
Sunday	RD	0
Monday	0815-1545	7.5
Tuesday	0815-1545	7.5
Wednesday	0815-1545	7.5
Thursday	0815-1545	7.5
Friday	0815-1515	7
Saturday	RD	0
Hours		37

	SHIFT 3	Hours
Sunday	RD	0
Monday	1015-1745	7.5
Tuesday	1015-1745	7.5
Wednesday	0915-1645	7.5
Thursday	0815-1545	7.5
Friday	0815-1515	7
Saturday	RD	0
Hours		37

	SHIFT 4	Hours
Sunday	RD	0
Monday	1015-1645	6.5
Tuesday	0815-1545	7.5
Wednesday	0815-1515	7
Thursday	RD	0
Friday	1015-1745	7.5
Saturday	0845-1715	8.5
Hours		37

Winter Rota 1st October - 31st March

### SUMMER ROTA

	SHIFT 1	Hours
Sunday	1145-1715	5.5
Monday	0815-1545	7.5
Tuesday	RD	0
Wednesday	1215-2015	8
Thursday	945-1745	8
Friday	945-1745	8
Saturday	RD	0
Hours		37

	SHIFT 2	Hours
Sunday	RD	0
Monday	0815-1545	7.5
Tuesday	0815-1545	7.5
Wednesday	0815-1545	7.5
Thursday	0815-1545	7.5
Friday	0815-1515	7
Saturday	RD	0
Hours		37

	SHIFT 3	Hours
Sunday	RD	0
Monday	1015-1745	7.5
Tuesday	1015-1745	7.5
Wednesday	1015-1745	7.5
Thursday	1015-1745	7.5
Friday	0815-1515	7
Saturday	RD	0
Hours		37

	SHIFT 4	Hours
Sunday	RD	0
Monday	1315-2015	7
Tuesday	1045-1745	7
Wednesday	0815-1545	7.5
Thursday	RD	0
Friday	1315-2015	7
Saturday	0845-1715	8.5
Hours		37

Summer Rota 1st April - 30th September